

<p>Status: Standard Procedure: Specifies the procedures to be followed, only in exceptional circumstances should these not be followed.</p>	<p>Policy No: CLSP 06 Version No: 0 Date Approved: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Standard Procedure for Administration of Prescribed Medication (where medication system is not in use).</p>	
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<p>Approved by: National Risk Management Committee Joe Wolfe & Associates</p>	
<p>Cross Reference: CLSP 07; CLG 11</p>	

1.0 Purpose

The purpose of this procedure is to ensure the safe administration of prescribed medication to non self-medicating Cheshire Ireland service users (where medication system is not in use).

2.0 Scope

All Cheshire Ireland services where medication is administered to non-self-medicating Cheshire service users.

3.0 Responsibility

- It is the responsibility of all staff who administer medication and do not use a medication system to follow this standard procedure.
- It is the responsibility of service managers to ensure staff are familiar with the standard procedure and to monitor compliance.

4.0 Definitions

Medication System: A medication system is an organised system designed to ensure safe and accurate dispensing, packaging and administering of medication.

Medication Administration: To give an individual dose of a medicinal product to a service user via direct contact (e.g. orally, by injection) or by indirect contact (e.g. application of a medicated dressing) and ensuring completion of this activity (An Bord Altranais, 2003).

5.0 Procedure:

- Select the appropriate container from the drug cupboard/fridge and:
 - 1) Read the name
 - 2) Dose of drug, and
 - 3) The expiry date, if available.
- Medications may only be administered from clearly labeled original containers (e.g. not a box/envelope etc.).
- **Carefully compare** the drug name, dosage and administration method of the medication are as prescribed and ensure they match the Medication Administration Recording Sheet.
- Ensuring the correct timing, frequency and duration of the prescribed order.
- If unsure, match the prescription/medication order against the label of the dispensed medication.
- If it is necessary to measure the dose (e.g. liquid form) the appropriate equipment should be used.
- Wash and dry hands before commencing administration of medications.
- Avoid handling the medication, as allergies can develop.
- Ensure that medication is administered to the service user it is prescribed for.
- In line with a person-centred approach, listen to Cheshire service user's questions or objections to a particular drug. While this may be a reluctance to take drugs, it may also indicate that the service user does not want to take the specific drug (because the drug is not the correct one). Service users often know what their medications look like, and listening to them could prevent drug errors or mistakes.
- Cheshire service users should, as far as possible, understand what medication they are taking.
- If a service user refuses the medication, refer to Standard Procedure for Non-administration of Medication and Managing Refusal of Medication (CLSP 07).
- When a medication is administered, staff will complete the Medication Administration Recording sheet immediately detailing:
 - The type of drug given.
 - The date and time of administration.
 - The signature of person who administered.

Troubleshooting:

- Be particularly careful when medications have similar names and spellings. Care is also needed if service users have similar sounding names.
- Best practice indicates using generic names of medications whenever possible and individual tablet blister packing.
- If unsure, match the prescription/medication order against the label of the dispensed medication.
- If it is necessary to measure the dose (e.g. liquid form) the appropriate equipment should be used.
- The timing of doses of medications can be critical for maintaining specific therapeutic blood-drug levels (e.g. antibiotics) and avoiding interactions with other medications.
- Staff will advise the respite person and/or their carer, in advance of their arrival, that they must arrange with their pharmacy to have medication blister packed for the duration of their stay in a Cheshire service. Cheshire Ireland staff will assist and/or advise individuals regarding this process. (CL11)

6.0 References

An Bord Altranais (2003) *Guidance to Nurses and Midwives on Medication Management*. www.anbortaltranais.ie

An Bord Altranais (2007) *Guidance to Nurses and Midwives on Medication Management*. www.anbortaltranais.ie

7.0 Appendices

Medication Administration Recording Sheet.