

<p>Status: Guideline: Offers direction and guidance on good practice, need not necessarily be strictly adhered to.</p>	<p>Policy No: CLG 09 Version No: 0 Date Approved: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Guidelines for the Management of Medication off the site of the Cheshire Ireland Service/Centre.</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by: National Risk Management Committee Joe Wolfe & Associates</p>	
<p>Cross Reference: BPH02</p>	

1.0 Purpose

The purpose of these guidelines is to provide direction in good practice for the safe management of medication when Cheshire Ireland service users who do not self-medicate are not on the site of the centre/service.

2.0 Scope

All circumstances when Cheshire service users who do not self-medicate are not on the site of the centre/service.

3.0 Responsibility

- It is the responsibility of all staff to work within the guidelines as outlined.
- It is the responsibility of all service managers to ensure staff are familiar with the guidelines and to monitor compliance.

4.0 Definitions

N/A

5.0 Guidelines

- Staff members, in partnership with the service user will evaluate whether the service user will require their medication during the period they are away from the centre/service.
- Staff, in partnership with the service user, will plan for this situation using Best Possible Health Appendix 1, Medication Management, and arrange the appropriate quantity of medication to accompany the service user for the duration they are away from the centre/service.
- Staff will check medication is blister packed or if necessary stored in suitably labeled containers when the service user is leaving the centre/service.
- Staff will ensure the service user and any persons accompanying them are aware of the correct time, dose and route for the administration of the medication.
- Staff will record in the Medication Administration Record and Best Possible Health Daily Communication Sheet that the medication has been removed for administration to the service user off site.
- If the service user will be off site for a period of more than 24 hours, staff will make a **copy** of the Medication Administration Record to accompany the service user for completion off site, as an aid to the service user and persons accompanying them, to track the administration while off site. This practice may not occur in every case and will be discussed as an option.
- Where appropriate staff will record in the service user's Best Possible Health Medication Record (note that this is done on BPH Daily Communication Sheet) the details of medication being taken and the information regarding administration provided to the service user and the person accompanying them.
- Only in exceptional circumstances, should the policy/procedures not be adhered to, for example if a staff member was of the opinion that by following the policy/procedure that a service user would be harmed. In these circumstances the staff member should follow Best Possible Health Guidelines on Managing Risk and Informed Consent, consult immediately with the service user, family or advocate.

6.0 References

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

National Quality Standards for Residential Care Settings for Older People in Ireland (2010) Health Information and Quality Authority.

7.0 Appendices