

<p><b>Status: Guideline:</b> Offers direction and guidance on good practice, need not necessarily be strictly adhered to.</p>	<p><b>Policy No: CLG 11</b> <b>Version No: 0</b> <b>Date Approved: 01/03/11</b> <b>Review Date: 01/03/13</b></p>
<p><b>Title:</b> Guidelines for Management of Medication For Service Users Attending Cheshire Services/Centres on Respite</p>	
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<p><b>Approved by:</b> National Risk Management Committee Joe Wolfe &amp; Associates</p>	
<p><b>Cross Reference:</b> CLSP 02; CLG 03; CLG 04; CLSP 06</p>	

### 1.0 Purpose

The purpose of these guidelines is to provide direction on safe practices for the management of medication for non-self-medicating service users using Cheshire Ireland services/centres on respite.

### 2.0 Scope

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

### 3.0 Responsibility

- It is the responsibility of all staff who administers medication to follow these guidelines.
- It is the responsibility of service managers to ensure staff are familiar with the guidelines and to monitor compliance.

### 4.0 Definitions

PRN: Abbreviation of the Latin *pro re nata* which translated literally means 'as needed'. This abbreviation is frequently used in writing prescriptions to indicate administration of medication as the circumstances require (An Bord Altranais, 2003).

## 5.0 Guidelines

- Staff member will contact the respite service user one week prior to their arrival for respite, to inform them to bring all the medication they need with them, for the duration of their stay at the Cheshire respite service.
- **Staff will advise the respite service user and/or their carer, in advance of their arrival, to have up to date prescription( which can be transferred onto Cheshire Mar sheet and signed by G.P. for duration of respite) Also 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 respite service users regarding this process.
- It is important to remind Cheshire respite service users that as per the policy on Medication Management (CLP 01), medicines administered by staff must be prescribed, including over-the-counter medications (e.g. Paracetamol, Calpol, Disprin and such substances must be administered in accordance with the instructions of the GP). It is recommended that over-the-counter medications frequently requested by service users be added to their prescription on a PRN (Pro Re Nata) basis.
- On arrival at the Cheshire service/centre, the staff member will check the medication the service user has with them and engage with the service user and/or their carer to ensure sufficient medication has been brought by the service user for the duration of their stay.
- If the service user does not have sufficient medication with them for the duration of the stay, the staff member will engage with the service user and/or their carer to facilitate sourcing of additional medication.
- If it is not possible for the service user and/or their carer to source the medication, the staff member will contact the service user's GP to source the additional medication required. (Cross Ref: Standard Procedure for Management of Prescriptions CLSP 02; Standard Procedure for Delivery/Collection and Storage of Medications CLG 03).
- Staff member engages with the service user and/or their carer to check schedule of administration of medication.
- The staff member will facilitate secure storage of the service user's medication (Cross Ref: Standard Procedure for Delivery/Collection and Storage of Medications CLSP 03).
- The staff member will create a Medication Administration Record for use when administering the service user's medication for the duration of their respite stay.
- Staff will adhere to Cheshire Ireland standard procedure for administration of medication when administering to the service user during their respite stay. (Cross Ref: CLSP 05; CLSP 06).
- In the case of service users who self-administer medication, staff will follow Best Possible Health guidelines for self-administration. (Cross Ref:

Guidelines for Self-Administration of Medications for Cheshire Service Users CLG 04).

## 6.0 References

An Bord Altranais (2007) *Guidance to Nurses and Midwives on Medication Management*. [www.anbortaltranais.ie](http://www.anbortaltranais.ie)

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

## 7.0 Appendices

### Appendix 1:

#### **Best Possible Health Medication Administration Checklist for Self-Medication**

Are there any factors that will impact on the service user's ability to self-medicate?

Dietary; Swallowing problems : \_\_\_\_\_

Epilepsy: \_\_\_\_\_

Others: \_\_\_\_\_

Does the service user ask for help when they need it? Yes /No

Does the service user know how and when to take their medication? Yes /No

Does the service user understand what each medicine does? Yes /No

Does the service user know the possible risks and side effects of each medication? Yes /No

Does the service user know what to do if they happen to him/her? Yes /No

Does the service user know how long they will need to use the medication for? Yes /No

Does the service user know when to avoid other medicines, drinks, foods or activities when he/she is taking this medicine? Yes/No

