

<p>Status: Guideline: Offers direction and guidance on good practice, need not necessarily be strictly adhered to.</p>	<p>Policy No: CLG 04 Version No: 0 Date Approved: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Guidelines for Self-Administration of Medications for Cheshire Ireland Service Users.</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by: National Risk Management Committee Joe Wolfe & Associates</p>	
<p>Cross Reference: CLG 11, BPH 02</p>	

1.0 Purpose

The purpose of these guidelines is to facilitate Cheshire Ireland service users who wish to self-administer medications to do so.

2.0 Scope

All Cheshire Ireland services where Cheshire service users self-administer medications.

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.
- It is the responsibility of service managers to ensure Cheshire service users are familiar with the guidelines.

4.0 Definitions

Self-administer: A Cheshire service user who chooses to self-administer medication, takes responsibility for the management of their own medication. They may require physical assistance and support, however they control and are responsible for all aspects of the management, storage and administration, including the management of over the counter medications.

5.0 Guidelines:

- Cheshire service users who wish to self-administer medication will be facilitated to do so.
- If Cheshire service users wish to self-administer medication, but require support in order to achieve this, they will be fully supported.
- It is important to note that the service user's decision-making regarding responsibility for medication management and the ability to self-administer should be reviewed with the service user during their annual BPH review meeting, as a service user's views/opinions with respect to this issue may change over time.
- Education should be provided to the service user and/or carer in relation to the use of medicinal products. It should be explained to the service user in a way that is accessible and understandable.
- Documentation in the Best Possible Health Medication Administration plan should detail the support and supervision required to facilitate a service user with self-administration.
- If the person takes full responsibility for their medication, please clearly, discuss and document all the health implications in the Best Possible Health care plan regarding responsibility for taking medication (e.g. importance of taking certain medications daily and the health and safety consequences of same).
- Nurses/key workers need to demonstrate the ability to instruct the service user who takes responsibility for their own medication. Outline their current medications, reason for taking it, how much of the medication do they take and side effects.
- Precautions or instructions to follow, including time, route, and method of administration and storage of medicinal products.
- Appropriate, safe and secure storage should be provided for the service user's medicinal products and access should be limited to the service user/carer/nurse supporting the service user.
- Documentation for supply of medicinal products.
- Continual collaboration and communication should occur with the medical practitioner concerning the service user's medication management.
- It is important to note that at no time can the responsibility of medication management be shared. It is either the responsibility of the service user or it is the responsibility of the organisation.
- 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 the Best Possible Health Guidelines on Managing Risk and Informed Consent, consult immediately with the service user and his/her doctor and follow any advice given, all actions should be noted.

6.0 References

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

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

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