P020 – Medication

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| Version | Approved: | Comments | Next review date |
| 1.01.1 | 01/09/201607/05/201914/05/2020 |  | 01/09/201701/09/202014/05/2022 |

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| Applies to: |
| All staff |

# PURPOSE

This policy is to provide guidance on the management of medication with clients by care staff.

# POLICY

## Information note:

Client medication will only be managed if stored in a medication administration aid (such as blister pack prepared by a pharmacist), as they are considered to assist in the minimising of potential errors.

Medications cannot be crushed unless approved by a Doctor or pharmacist. Opening capsules or crushing tablets makes the use of the drug “unlicensed” and may affect the chemical uptake and alter the action of the medication. Enteric coated drugs have a coating designed to resist the gastric acids thereby protecting the drug and reducing any gastric side effects. Crushing can compromise this action. Slow release drugs that are crushed will be released all at once and could cause side effects. It is strictly illegal to open a capsule or crush tablets prior to administration without the prescriber’s authorisation.

FCN maintains detailed records regarding clients’ medication. Records detail the medication, dosage and administration instructions required by clients. Prior to offering medication support, qualified personnel will confirm medication details and ensure records are correct. All qualified personnel must understand the effects of medication, as well as safe dosages before offering medication support. Qualified personnel are also required to be familiar with treatment strategies to address common problems with medication.

All medication will be stored as per their instructions.

## Medication can only be administered by qualified personnel such as an RN

## Medication support

Medication support is the prompting and/or assisting the client with self-medication and may involve:

* Reminding and/or prompting the client to take the medication.
* Assisting (if needed) with opening of medication containers for
* the client (Due to problems with client’s dexterity).
* And other assistance not involving medication administration.

**If medication support is being provided, the client retains all responsibility for their medications.**

**Medication administration by RN** is the actual giving of medication and may involve:

* Storing the medication.
* Opening the medication container.
* Removing the prescribed dosage.
* Giving the medication to the client as per instructions.

**If medication administration is being provided, the support worker is responsible for ensuring that the client takes their medication.**

* If care workers have concerns regarding the client’s ability to swallow, they need to advise First Call Office staff straight away and suitable action can be taken with the GP to review medication.
* If clients are refusing to take their medications, First Call office staff should be advised so suitable action can be taken with the GP to review medication.
* All unused and out of date medication laying around must be removed. Pharmacists can assist with disposing of them.

# DOCUMENTS

F007 Medication Chart

**F007 - Medication Chart**

**Client:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Month ending:\_\_\_\_\_\_\_\_\_\_**

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| Date | Medication | Mon | Tues | Wed | Thur | Frid | Sat | Sun |
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