

## Appendix 1: Administration of Medication Guidance

**Checklist:** If you wish, you may print out this Appendix, [Click Here](#) download a PDF version, then print it off.

All medicines must be administered strictly in accordance with the prescribers (or as advised on the packet in relation to homely Remedies) instructions. Only the prescriber (e.g. GP) can vary the dose. Medicines must be locked away in the locked storage areas when not in use and the keys for these areas must be kept in the key press.

Before administration, staff should :

- Wash their hands
- Make sure they have a pen that works
- Enough glasses for each young person receiving medication
- A jug of water
- A supply of clean dry medicine tots

The procedure for administration is as follows:

- Check the young persons identity (a photo is normally kept in the young persons file). Only one young person should be administered medication at a time, this reduces the risk of mistakes being made.
- Check the young persons medical profile
- Check the medication on the Individual Medication records corresponds with that on the young persons Medical Profile
- Check the Individual medication record sheet to ensure that someone else has not already given the medication.
- Check the expiry date and use by date (where appropriate) on the medication
- Check the amount to be given at that time.
- If opening a new container, add the date
- Measure or count the dose without touching the medicine. (See COSHH assessment)
- If the medicine is a solid (such as a tablet) then carefully place into a medicine tot and offer to the young person. They may wish to put it in their hand or swallow straight from the medicine tot.

- If the medicine is a liquid, take care not to drip onto the label. If the amount to be measured is less than 5ml, then use a medicine syringe otherwise use a medicine spoon or measure.
- If the medicine is a cream or ointment, then it should be squeezed directly onto the young person's finger to apply them. If necessary to be applied by staff, then latex/pvc gloves must be worn.
- When administering a Controlled Drug, another member of staff prior to it being given must check the dose
- Watch the young person as they take their medicine- some are known not to swallow the dose.
- Offer the young person a drink of water (where appropriate)
- Check that the medication is recorded in all the appropriate records (the individuals prescribed or homely remedies medication record sheet, the significant events box on the young persons daily summary sheet and the hardback house record)
- Print and sign your name against each medicine administered
- When administering a Controlled Drug, remember to record in both the individual medication sheet and the Controlled Drugs register (another member of staff must act as a witness)
- Record when medicine has been refused / not taken and the reasons why
- If a young person is absent when medication is due- this should be recorded.
- Do not sign for any medicines that you have not administered or witnessed yourself
- If a young person refuses to take medication, under **no** circumstances should they be forced to do so.
- Medication must be kept in the original labelled (by the pharmacy) containers and not put into weekly/daily medical boxes.
- After administration the medicines should be returned to the cabinet immediately and the cabinet locked. The key should be returned to the key press
- Each time you give medication, remember that it is important to consider the time of administration. Care should be taken to ensure that if the medicine is required to be taken before food, that this is made to occur. Similarly the administration of some medicines such as eye drops or inhalers may not be suitable to be given at meal times. Not all medicine administration times will fall in line with meal times.

## Appendix 2: Specific Issues Re Administration of Medication

### Swallowing Problems

Staff may find that some young people may struggle with swallowing their medicines. The young person's doctor should be contacted for an alternative. Under no circumstances should staff take it on themselves to crush tablets without seeking advice from the doctor or pharmacist. Any advice given should be recorded.

### Medication Refusal

When a young person refuses to take their medicine, then the G.P. should be contacted for advice. This information must be recorded and followed. Young people cannot be forced to take their medicines.

### If a Young Person is Absent when the Medicine is Due

When a young person is absent and their medication is due, this should be recorded. When the young person returns to the unit, then staff must consider the time delay and seek advice from the pharmacist, the doctor or [NHS Direct website](#) depending on the time of day. To miss taking a medicine completely can be dangerous depending on the medical condition.

### Covert Administration

Covert administration is where a medicine is hidden in food and the person does not know that they are taking it. Residential staff **must not** hide any medicine in food.

### Lone Working

In some homes, staff may be required to work on their own for a period of time. It may be the case that the administration of a medicine will have to happen during this period. Staff should ensure that they double check themselves and record the period of time for when they were lone working.

This can be a problem when administering Controlled Drugs. It is important that the young person receives their medicine at the correct time therefore the member of staff administering the medicine, must also record that they were lone working in the register. It is not acceptable for a staff member to sign the register when they come in. You cannot be a witness to something you have not seen happen.

### Spilled Medicines

When a medicine has been dropped on the floor then this must be placed to one side for disposal and a note must be made in the records. A second dose should be offered to the young person.

When a medicine has been spat out then again this must be placed to one side for disposal and a note made in the records. However a second dose must not be offered, as staff will not know how much has been absorbed. The doctor should be contacted.

### **Detached or Illegible labels**

If a label becomes detached from a container or is illegible, then staff must seek advice from the pharmacist. Until this advice is received then the container should not be used.

### **Secondary Dispensing**

Staff must ensure that medicines stay in the containers supplied and labelled by the pharmacist. Medicines must not be placed in daily or weekly medicine trays.

### **Medication Errors**

In the event of an error being made in the administration of any medication, advice must be sought from the young persons G.P. or another medical practitioner/ help line (e.g. NHS Direct) immediately or as soon as the error has been discovered. Staff must record the advice that they have been given and follow that advice. Staff must contact Clifford House management starting with the Shift Leader, Manager on-call and Operations Manager. This is a notifiable event and must be reported to [OFSTED](#). See [Delegated Authorities and Notifiable Events Procedure](#). An investigation will be undertaken to determine the cause of the error and procedures will be implemented to make sure the error does not happen again. The member of staff will have to work under a period of supervision before administering medicines again. Do not try to cover up errors.

### **Verbal Alterations**

There may be times when it is necessary to stop or change the dose of a young person's medication without receiving a new prescription. Verbal requests to change medication by the doctor must be confirmed by fax before any changes are permitted. These changes must be recorded on the Individual Medication Record in the file. Staff must note the change, the name of the doctor, the time the fax was received and the date. Staff must not alter the dispensing labels. A note may be added saying 'Refer to record for new instructions'. Staff should check the next prescription to make sure these new changes have been implemented.

### **Adverse Drug Reaction**

Any adverse drug reaction or suspected adverse drug reaction should be reported to the G.P. before further administration is considered. Advice should be sought on whether the medicine should be stopped or the treatment carries on.

## **Drug Recalls**

When a Drug Recall notification is received then staff should check the medication to see if the unit is holding any stock. If there is none in stock then the notification should be signed, dated and filed for reference.

When stock is found that is listed on the drug recall, then staff must follow the directions given after isolating the stock.

### Appendix 3: Administration away from the Home

If a child spends time away from the Home, either on home visits, holidays or time spent at school, any medication due to be taken must be kept in the original labelled container.

Any medication taken away from the Home should be appropriately recorded on the individual child's **Medication Administration Record (MAR)**, showing what medication has been taken away/handed over to carers/parents. The person receiving the medication should countersign the record.

If the carer/parent wishes, a copy of the MAR should be handed over to the, so that a record of administration can be kept; this may be handed back to the home when the child returns.

If the person who is responsible for the child is a member of staff, then they must complete the documents for administration while they are away as normal.

The medication should always be handed over to someone responsible for the child.

## Appendix 4: Skilled Health Tasks

This applies to specialist or skilled healthcare tasks, for example:

- For diabetic children
- Physiotherapy programme
- For the use of Buccal Midazolam
- For the use of Rectal Diazepam

If a child requires a skilled health task to be undertaken, this will only be carried out with the written authorisation of the prescribing doctor in relation to the child concerned, and either set out in a Placement Plan or other written plan.

Appropriate training will be provided, together with written guidance, included how the skilled tasks will be recorded..