

# CURRENT DRAFT 2/2/05

## POCKET GUIDE

### MEDICINES ADMINISTRATION PRACTICE GUIDANCE

#### CATEGORY 1 MEDICINE ADMINISTRATION SUPPORT

##### TASKS YOU CAN CARRY OUT FOR SERVICE USERS

Make sure the medicines are stored safely and securely in users' homes  
Prompt or help user to order their prescriptions  
Prompt or help user to collect their prescriptions

- Note and record any change in the service user's ability to manage their medication

##### TASKS YOU MUST NOT CARRY OUT

Aid service users in opening containers or helping them access medicines  
Administer medicines

- Carry out any invasive, clinical or nursing procedures

#### CATEGORY 2 MEDICINES ADMINISTRATION SUPPORT

##### TASKS YOU CAN CARRY OUT FOR THESE SERVICE USERS

All tasks listed in Category 1

PLUS

Aid service users in opening containers or helping them access medicines

##### TASKS YOU MUST NOT CARRY OUT

Administer medicines to service users, you must only aid them to take their own medicines by reminding them or by physically helping them to access medicines as detailed in the care plan

Carry out any invasive, clinical or nursing procedures

#### CATEGORY 3 MEDICINE ADMINISTRATION SUPPORT

##### TASKS YOU CAN CARRY OUT FOR THESE SERVICE USERS

All tasks listed in Categories 1 and 2

PLUS

Supervise the taking of medicines or actually administering of medicines.  
for example:

1. Administration of oral medication including Tablets, capsules, liquids, lozenges, powders.
2. Application of creams, lotions, shampoos.
3. Instillation of eye, nose or ear drops except where user is on multiple drops.
4. Application of eye ointments

5. Enabling access to inhalers through use of compliance aids.
6. Assisting with loading of insulin pens.
7. Assisting with surgical stockings, emptying catheter bags, changing night catheter bags.
8. Assistance in changing oxygen cylinders to enable access to oxygen.
9. First Aid wound care only.

You will be required to record when the user takes their medicines on the Medicine Administration Record Chart (MAR chart)

#### TASKS YOU MUST NOT CARRY OUT

##### Medications

- 1 Administration of Adrenaline and related products by "EpiPen"
- 2 Administration of insulin by syringe or by Insulin Pen
- 3 Application of vaginal or rectal creams
- 4 Administration of suppositories or enemas
- 5 Glucose monitoring

#### TASKS YOU MUST NOT CARRY OUT

##### Non-medicines care

- 6 Unblocking of urinary catheters.
- 7 Deep wound or pressure sore dressing
- 8 Complex dressings

IT IS CRITICAL THAT YOU REMEMBER THE FOLLOWING:

- The tasks you are expected to carry out will be detailed in the care plan. If it's not in the care plan then don't do it.**
- You must only carry out tasks for which you have been trained and assessed as competent to provide.
- You must only administer medicines from the original container which the pharmacist dispensed into and NOT from any container filled by any other person.
- Never separate medicines from the pharmacy label.
- When ordering medicines always record date of ordering in the Home Based Communication Record.
- When collecting or receiving medicines always record the date of collection/receipt in the communication record.

- It is the service user's right to refuse to take their medicine. Under no circumstances should anyone be forced to take their medicines. Record any refusal on the MAR chart and report to your manager and GP surgery.
- Never put out doses of medication to be taken later.
- Do not crush tablets unless clearly agreed by the GP.
- Always wear your gloves when applying I creams or ointments onto the service user's skin.
- Never take verbal instructions from a GP or District Nurse for any changes to medication.
- Medicines must be stored out of the reach of children.

LOCAL CONTACT/S.....

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TEL: .....

**POCKET GUIDE**

**MEDICINES ADMINISTRATION**  
**PRACTICE GUIDANCE**

LOGO

LOGO

**N.B. If you are unclear about any of the guidance contact your manager before attempting to carry out the task.**