



Medication and Administering Medication Facts

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Employers' Factsheet: Medication

The Wellbeing Residential Group home manager has responsibility for:

- ensuring that the healthcare and medication needs of all prospective service users are thoroughly assessed
- ensuring that service users have comprehensive access to healthcare services and advice regarding their medication
- supporting service users capacity for self-care and self-medication wherever possible
- ensuring that any medication administered by the Wellbeing Residential Group is administered by a suitably trained member of staff
- providing comprehensive medication policies and procedures and ensuring that these are followed
- maintaining scrupulous records relating to medication
- maintaining appropriate systems for the storage and disposal of medicines
- prompting regular reviews of service users medication
- arranging for the provision of relevant training in health and medication matters for all staff concerned.

Employees' Factsheet: Medication

Duties in relation to Health and Medication Procedures

All staff of the Wellbeing Residential Group who have regular contact with service users have a responsibility for:

- doing everything possible to maintain the health of their service users
- supporting service users capacity for self care
- observing expert advice on specific matters relating to health and medication
- being thoroughly familiar with and observing at all times the Wellbeing Residential Group's policies and procedures relating to medication
- complying with relevant legislation and professional guidance relating to medicines
- taking very seriously their responsibilities in the administration of medicines
- observing the health of service users closely and reporting any matters for concern promptly.

Administering Medication

Wellbeing Residential Group staff who are responsible for administering medication should:

- ensure at all times that the administration of medicines is conducted in a way which respects the individual rights, dignity, privacy, cultural and religious beliefs of each service user
- always wash and dry their hands thoroughly before and after the administration of medicines, or any medicine related treatments
- ensure that the residents MAR chart (medicines administration record) is available and that it correctly lists the medication to be administered
- ensure that they have all the necessary equipment for safe administration, including tissues to clean up spillages, a supply of clean medicine pots, drinking glasses/beakers and a fresh supply of water
- ensure that they know the therapeutic use of all of the medication to be administered, including normal dosages, side effects, precautions and contra-

indications of use be certain of the identity of the resident to whom the medication is being given

- be aware of the resident's plan of care
- always only dispense medication to one service user at a time
- check the MAR chart to confirm which medicines are to be given, to confirm that none of the doses due have already been given, that they are to be given at the time indicated and that none of the prescribed doses have been changed · if there is any discrepancy then staff should check with the pharmacist or person in charge before proceeding
- check that the prescription label on the medication is clear and unambiguous
- check the expiry date
- check that the resident is not allergic to the medication
- give the medication directly to the resident for whom it was prescribed, as directed on the MAR chart, prescription or label, and not store it in a secondary container as an interim measure
- always give tablets, capsules and liquids with a glass of water
- never attempt to crush tablets or open capsules if a service user is unable to swallow them · such occurrences should be referred to the nurse in charge or to the Wellbeing Residential Group home manager for discussion with a GP or pharmacist
- sign the MAR chart immediately once satisfied that the medication has been administered and keep clear and accurate, signed records on the MAR chart and in the service users notes, as appropriate, of all medication administered, withheld or refused
- always respect a service users decision if they refuse medication and never attempt to force or coerce compliance · refusal should be noted and referred back to the prescriber or to a pharmacist
- make a note of any topical medicines, such as eye drops and creams, that are due and ensure their application is carried out at the appropriate time
- never under any circumstances alter the treatment programme of a resident or make adjustments, for instance, giving a double dose where a dose had been missed earlier. Refer any queries or worries relating to medication immediately to a trained nurse, the Wellbeing Residential Group home manager, or to a GP or pharmacist.