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# MEDICINE MANAGEMENT IN CARE HOMES
## - a brief overview

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# AGENDA

- The Law and CQC
- Record keeping
- Self administration of medicines
- Homely Remedies
- Prn protocols
- Waste management
- Auditing staff

# LAWS AND REGULATIONS GOVERNING THE USE OF MEDICINES

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- The Medicines Act 1968
- The Misuse of Drugs Act 1971
- Health and Social Care Act 2008
- Regulated Activities Regulations 2009
- Mental Capacity Act 2005
- Access to Health Records Act 1990
- Data Protection Act 1998
- Health and Safety at Work Act 1974
- The Control of Substances Hazardous to Health Regulations 1999
- Hazardous Waste Regulations 2005

# Care Quality Commission

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- *Independent regulatory body responsible for the regulation of health and adult social care services*
- 13(1). The registered person must protect service users against risks associated with the unsafe use and management of medicines, by means of making appropriate arrangements for the obtaining, recording, handling, using, safekeeping, dispensing, safe administration and disposal of medicines for the purposes of the regulated activity

- and 13(2) In making arrangement referred to in paragraph (1), the registered person must have regard to any guidance issued by the Secretary of State or an appropriate expert body in relation to the safe handling of medicines

# Outcome 9.
# Management of medicines

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People who use services :

- Will have their medicines at the times they need them and in a safe way
- Wherever possible will have information about the medicine being prescribed made available to them or others acting on their behalf

This is because providers who comply with the regulations will:

- Handle medicines safely, securely and appropriately
- Ensure that medicines are prescribed and given by people safely
- Follow published guidance about how to use medicines safely.

# Record Keeping

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## Medication Administration Record (MAR) charts

- Every medicine prescribed must be recorded on the MAR chart as well as any homely remedies.
- Self administrating patients must also have a MAR chart
- When required ("prn") medicines must have a supporting protocol.

Random checks must be made using discharge letters and photocopied prescriptions as well as auditing staff

# Self administration of medicines

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**All residents should be supported to self administer their own medicines.**

*They must have:*

- Motivation
- Insight
- Desire for independence
- Reasonable memory
- Physical ability
- Good understanding of the medicines they take
- Agreement with you to check patient compliance
- Lockable storage and agree to keep their medicines locked away at all times

# Self administration of medicines

**Managers must ensure that all patients that self administer their medicines have**

- been risk assessed as able
- a MAR chart
- regular compliance checks  and they are documented (on the MAR chart)
- extra support if needed.
- choice over which medicine to self administer
- compliance aids to suit their needs if necessary

# Homely remedies

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- These are medicines that have not been prescribed
- Used to treat minor ailments
- Purchased by the home and administered against a homely remedy policy
- Regular audits are undertaken to ensure safety

You must ensure that the policy records the

- **Dose**
- Maximum number of doses
- Maximum of days before referral to doctor(usually 48 hours/ 2 days)
- Cautions and warnings

# “prn” protocols

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“Prn” protocols must record

- when a medicine should be administered in line with prescribers instructions
- alternative non-pharmacological methods
- the name, strength, route of medicine
- the dose and interval to be administered
- maximum dose in 24 hours
- any special instructions

You must ensure that “prn” medicines have supporting protocols and that staff are adhering to these.

*Check administration and daily records to see if they tally*

*Look also for recorded outcomes following administration*.

# Waste Management

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## *External preparations and expiry dates*

- Insist on separate MAR chart for care staff to sign
- Use a body map - highlight areas where creams and ointments are to be applied
- Unless labelled otherwise the general guidance is:
  - Jars - discard one month after opening
  - Tubes and Pump dispensers - discard three months after opening
  - Eye drops and eye ointments - discard four weeks after opening
  - Ensure date of opening is recorded on the label
  - You need to ensure creams are carried over AND still in date.
  - Checks must be made to ensure that cream charts are completed.

# Waste Management

- “prn” medicines should be carried over and not thrown away at the end of each cycle
- Dispensed in traditional bottles and boxes and not MDS
- New quantity carried over on the MAR chart e.g. +23
- Calculate whether you will run out, to order more
- To be carried over for an agreed time e.g 3 or 6 months before reviewed.

# Auditing Staff

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## The Staff Drug Audit

- Check the medicines are administered as prescribed and records reflect practice
- Check individual staff practice
- Undertaken frequency - in line with supervision or more if problems are identified
- Used to demonstrate competence
- Used to demonstrate poor practice
- Used to identify training needs
- Useful for the disciplinary route

STAFF DRUG AUDIT : EXAMPLE
NAME OF STAFF_ Care assistant June Brown

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| DATE | TIME | NAME OF SERVICE USER | MEDICINE | DOSE | QUANTITY RECEIVED | QUANTITY RECORDED AS ADMINISTERED | CALCULATED QUANTITY | ACTUAL QUANTITY | √ or x |
|---|---|---|---|---|---|---|---|---|---|
| 27/4/12 | 10am before | *Joe Bloggs* | Aspirin | 75mg 1m | 28 | 12 | 16 | 16 | √ |
| | 10.30am after | | | | 28 | 12 + 1 | 16-1=15 | 15 | √ |
| | | | | | | | | | |
| 27/4/12 | 10am before | *Joe Bloggs* | Sodium Valproate | 200mg 2 tds | 84 | 44 | 40 | 42 | X |
| | 10.30am after | | | | 84 | 44 + 2 | 42-2=40 | 40 | √ |
| | | | | | | | | | |
| 27/4/12 | 10am before | *Edna Green* | Amoxicillin | 250mg 1 tds | 21 | 14 | 7 | 7 | √ |
| | 10.30am after | | | | 21 | 14 + 1 | 7 – 1 =6 | 7 | X |
| | | | | | | | | | |
| 27/4/12 | 10am before | *Ivy Brown* | Diazepam | 5mg 1m | 50 | 28 | 22 | 12 | X |
| | 10.30am after | | | | 50 | 28 + 1 | 12-1=11 | 9 | X |
| | | | | | | | | | |
| 27/4/12 | 10am before | *John Smith* | Paracetamol | 500mg 1-2 prn | 100 | 45 | 55 | 60 | X |
| | 10.30am after | | | | 100 | 45 + 1 | 60-1=59 | 59 | √ |

# ANY

# QUESTIONS?