

Kent County Council Adult Social Care

# Social Care Medicines Administration



Guidance for Home Care Providers and Care Workers



# Social Care Medicines Administration

This document sets out the meaning of medicines administration, the roles that are key in supporting the undertaking of administration and provides guidelines for supporting people with taking their medicines.

People should always be encouraged to where possible to manage their own medicines for as long as they possibly can. There are occasions when people do need support this could be short or long-term support.

When people require medicines support social care providers should refer to the following guidelines.

Kent County Council do not commission medicines only support, people will be directed to the NHS in this situation.

**Prompting** – ‘the action of saying something to persuade, encourage or remind someone to do or say something’. Prompting the person to take their medicines is reminding a person of the time and asking if they have or are going to take their medicines. The person still has the responsibility to take their medicines.

The person will still take the medicines themselves e.g. remove from the packaging but requires a reminder or a check to see if they have

There are many aids and devices that support a person in self-administering.

- Special grippers to help open bottles
- Magnifying glasses or large print labels
- Aids for eye drops, inhalers
- Easy opening lids
- Multi Compartment Compliance Aids – a person can be reviewed for eligibility please go to our website for more information.





remembered to take their medicines. For this the use of a reminder chart is recommended; blank copies of these are available on our website for all to use.

**Administration** – ‘preparing and giving of prescription and non-prescription medicines from bottles and boxes’.

Providers are responsible for providing the organisational supports and systems necessary for safe medicines administration. Please make sure you are up to date with your providers medicines policy.

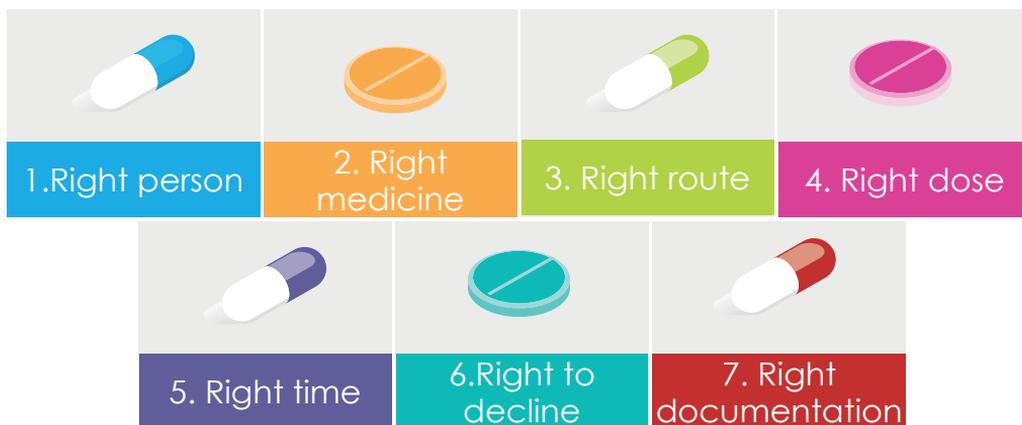
When undertaking medicines administration support a MAR Chart (see below) should be used to assist the care professional.

**Medicines Administration Charts (MAR Charts)** – used for assisting patients with taking their medicines. MAR Charts should always be kept with the patient’s medicines, ink should be used to mark the sheet and be marked clearly. Any mistakes should be lined through once and documented on the reverse of the sheet. Ideally these should be provided by the pharmacy.

## Supporting Medicines Administration

There are basic standards that are required when supporting administration.

The **seven rights (Rs)** of medicines administration provide a basic standard that should be followed when administering medicines to a patient.



KCC has an agreed coding system for recording on MAR Charts e.g. A = Administered R= Refused, you can find the information on our website.

### Errors

It's important to report errors, providers have procedures that they undertake to help prevent future errors.

Errors can occur during administration, such as giving the wrong medicine, dosage, frequency or timing, or even the wrong route of administration.

If an error occurs, then it should be brought to the attention of the person in charge or your service immediately. The GP or out of hours service must be contacted to advise them and if this has harmed the person and what if any action should be taken.

Staff and providers should work together to undertake learning from any error, make appropriate changes to avoid any future errors.

## Medicine Reviews

You can be a proactive part of a person's medicines review, what you observe on a daily basis could have impact on their medicines review.

Things to think about are:

- What medicines do they take, do they dislike or refuse a particular medicine?
- Are the medicines labels hard for the person to read?
- Are they refusing other medications when they are experiencing increased pain?
- Are they having trouble with collecting their medications?
- Is the person having increased episodes of pain?
- Are they struggling opening packets/creams/using their inhaler?
- Is the person better at taking their medicines at a particular time of day?
- Are they taking their medicines as and when required, all the time, or hardly at all?
- Is the person expressing they would like to look at reducing how many medicines they are taking?
- Are they taking any over the counter medicine for example aspirin or vitamins?

Providing some simple brief notes for the review of the medicines can really support the professional undertaking the medicines review. Notes don't need to be long, just contain relevant information to aid the professionals review.

All the things that you observe can make a real difference to a person's overall medicine regime. There are many Multi-Disciplinary Team Meetings (MDT Meetings) being held to have a joined-up approach to a person's care, your notes or attendance are extremely valuable.

**Example:**

Mrs A Smith - Has support twice a day and has trouble with remembering what medicines she has taken.

She would like to have fewer medications and only wants to take her pain killers at the moment.

She is unsure what her simvastatin is for and if she still really needs to take it.



## The professional reviewing can:

- Provide expert advice and information.
- See if they can simplify how many, when and how medications are taken.
- Review to see if all medicines are needed or if they could be stopped.

*This guidance is underpinned by NICE Guidance NG67 & Quality Standard QS171.*





[www.kent.gov.uk/careandsupport](http://www.kent.gov.uk/careandsupport)

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