

Date: 10/10/2012  
Review Date: 10/10/2013

## Medication Management Policy

### Standard Procedures for the Safe Supervision of Medication by Non- Nursing Staff

Myhomecare.ie is committed to the basic principle that service users should be able to exercise maximum personal responsibility over their own lives and decisions, as appropriate to their capacity.

#### Purpose

The purpose of this procedure is to ensure the safe supervision of prescribed medication by non- nursing staff covering a full spectrum from medication systems to self-medicating service users.

#### Aim

The overall aim of this policy is to promote independence through encouraging service users to manage their own medicines as far as they are able, and to administer them in accordance with the advice of their own doctor.

This policy defines who can provide assistance with medicines, what assistance they can provide and in what circumstances. As a result it aims to provide a safe framework for non-nursing staff to work within when assisting service users with medication. It also outlines the documentation which should be used and records which should be kept.

#### Responsibility

It is the responsibility of all staff who are involved in the supervision of medication to follow this standard procedure.

It is the responsibility of the homecare co-ordinator to ensure that all staff are familiar with the standard procedure and to monitor compliance.

#### Definition

Medication system: a medication system is an organised system designed to ensure safe and accurate dispensing, packaging and administering of medication.

#### Risk assessment

Assistance with medication will only be provided when there is no other means of the service user managing their own medication, either through self medication or support from family and friends. These options must be explored in the first instance. Where it has been established that a service user requires support with medication management as part of their package of care, in order to minimise the risk:

- A risk assessment will be carried out initially by the Homecare Manager in order to assess the level of support required.
- Myhomecare.ie will continuously monitor the support required.
- All staff must have completed appropriate training and are competent to provide safe supervision of medication.
- Homecare Assistants are not permitted to carry out any invasive, clinical or nursing procedures, such as administering injections or enemas .
- Homecare assistants (non- nursing staff) are only permitted to prompt medication
- The client's care plan must be accessible in the service user's home
- An incident form is completed if a medication error occurs– myhomecare.ie will carry out a risk assessment in order to eliminate or minimise the risk in future.

#### Training

Myhomecare.ie provides training to support this policy as seen in employee handbook under the induction program ' The safe supervision of medication management'. Staff are inducted on the myhomecare.ie policy and procedure in relation to the safe

supervision of medication using a medication system. As outlined in the employee handbook under policies and procedures. It is acknowledged that Homecare assistants are not health professionals and therefore must receive appropriate training and formal assessment of their competency in order to provide the safe supervision of medication management. A homecare assistant must not undertake any related tasks that they do not feel adequately competent to undertake and should inform their manager of their concerns.

Within the parameters and circumstances set out in this policy, homecare assistants will only prompt the service user to take medication when they have been trained and it is within their competence. On-going training and competence assessment and supervision will be arranged in order to meet each service user specific requirements.

Homecare assistants will only provide help with prompting medication when it is requested by the HSE and is clearly documented in the client's care plan. The homecare assistant will aim to ensure that service users receive appropriate help and encouragement to manage their own medication but where this is not safe, to ensure that they receive a suitable level of support and assistance with their medication as indicated in the client's care plan

Procedure for obtaining prescriptions and prescribed medicines and for recording the information on the schedule of services:

- **Ordering Prescriptions**

The service user or their family/friends will be responsible for ordering their repeat medicines where possible. In cases where this is not possible, the Care Worker (following advice from his/her Manager) may assist the service user to do this. It must be clearly stated in the care plan. Any assistance given should be recorded in the care plan.

- **Collecting the Prescription from the Surgery and taking it to the Pharmacy**

Many Pharmacies and GP surgeries now have arrangements for prescriptions to be sent directly to the Pharmacy chosen by the patient. This may mean that Homecare Assistant rarely need to collect the prescriptions from the surgeries. The service user must always be given the choice of which Pharmacy dispenses their medicines and the same Pharmacy should be used for that service user at all times, allowing the Pharmacist to manage the service user's medicines properly by keeping up to date records

- **Collecting Medicines from the Pharmacy**

Preferred options for collection of medicines from the Pharmacy where service users are unable to do this include family/friends or a Pharmacy delivery service where this is offered. If these are not possible, it must be clearly stated in the care plan by the family and the HSE representative that the homecare assistant can collect the medication from the pharmacy.

### **Medication System**

The Homecare assistant is only permitted to assist the client with the safe supervision of medication if there is a medication system in place. The medication must be dispensed from the pharmacy ( into blister packs). Please see medication dispensing system attached.

Assisting with prompting medication is identified in the care needs assessment and is detailed in the care plan.

An assessment of care needs will be completed by the relevant health or social care professional. Medication will be identified on this assessment and will include how the service user currently manages their medication.

Once the service user has been assessed, the level of support needed with medication will be decided and clearly stated in the clients care plan. The Homecare manager will ensure that the support required e.g. request for ordering or prescriptions, collection of medication from the Pharmacy, and the appropriate allocation of time for the care worker to prompt medication is recorded in the

schedule of services in the client's care plan and a copy will be kept in the house. Myhomecare.ie will carry out a risk assessment on the homecare assistant to identify if they are competent and have received appropriate training (see Induction programme, module 11 Medication Management) to assist with supervision of medication. Consent must be sought and approved by the client and their family.

Non-nursing staff will only provide assistance with prompting of medication and record this in the schedule of services.

The homecare assistant will only assist with prompting. This is clearly stated in the schedule of services attached. See (xxx) below. The Homecare assistant will ensure it to maintain the service user's dignity and independence at all times, and so where possible the service user should be encouraged to engage with the homecare assistant in the process of medication management, such as giving explanations of the procedure and allowing the service user time to take the medication. The supervision document the procedure in the care plan as seen in the sample care plan.

Assistance with prompting medication is with informed consent and authorization of the service user and or their representatives as per care plan agreed with the HSE & the Service Provider.

The myhomecare.ie homecare assistant will only provide assistance with prompting medication, with the informed consent of the service user or their relative or representative who may give consent on the service users' behalf. Consent will be recorded on the Medication Consent Form. If a service user cannot give consent because of health reasons e.g. dementia, then the current recommendations for treating adults with incapacity must be followed. These recommendations are subject to change. However, at the time of publishing these guidelines (2008) the recommendations found in the Mental Capacity Act (2005) should be adhered to.

The different levels of support should be considered as a continuum, accepting that service users may move up and down the levels depending on their health status and/or functional ability at the time. For example, acute illness may temporarily require more intensive support with medicines; a period of recovery or rehabilitation may allow service users to reduce the level of support they need. Therefore timely and careful review of the service user's needs are essential to ensure that any support provided is neither inadequate nor excessive. The process of safely moving service users up or down levels can be facilitated.