

Responsibilities

- Varies from service to service
- Understand and follow the agreed ways of working in your service
- Record, observe and monitor
- Safeguards service user and yourself from abuse and neglect
- Ensure you undertake continual professional development training

Medicines Act 1968

- The first and most comprehensive legislation on medicines in the UK
- It covers the manufacture, licensing, prescription, supply and administration
- Classifies drugs into certain categories

Misuse of Drugs Act

- Aims to control the possession and supply of numerous drugs
- It enables cooperation between law enforcement agencies
- Prevents misuse of dangerous drugs
- Carries severe penalties for misuse of dangerous drugs

Organisation policies

- It is your responsibility to read all company and local policies
- Read these policies, procedures and protocols as soon as possible
- If you do not understand them ask your line manager to explain them
- Signing and dating that you have read and understand them is your agreement to follow them

3 Levels of care of medication

General support - Level 1

- General support when the individual takes responsibility for their own medication
- Collecting prescriptions
- Working under the direction of the individual
- No checking medication, signing or dating MAR sheets

Administration of medication - Level 2

- Carer undergoes training for the safe administration of certain medications
- Provide complete assistance to the individual who is unable to manage their own medication
- Administration of: tablets, eye, ear and nose drops, inhalers and topical administration
- Checking medication, signing and dating MAR sheets

Legislations and regulations

- Medicines Act 1968
- Misuse of Drugs Act
- Misuse of Drug Regulations 2001



- Care Standards Act 2000
- The Health & Social Care Act 2012
- Data Protection Act 1998
- Health & Safety at Work Act 1974
- CoSHH Regulation 2002
- Access to Health Records 1990
- Hazardous Waste Regulations 2009

Specialist techniques - Level 3

- Carer undergoes training for the safe administration of certain medications in very specific cases
- Administer medication using specialist technique
- Administration of: rescue medication including epilepsy, diabetes, anaphylaxis, oxygen therapy
- Specific routes of admin including PR, PV any injection, transdermal patches and PEG tubes

Common routes of Administration

Level 2

- Oral - by mouth - tablets and liquids
- Occula - eye - drops and ointment
- Nasal - Nose - drops and sprays
- Topical - on the skin - creams or lotions
- Aural - ear - drops
- Inhaler - the lungs - propelled or inhaled

Level 2

- Transdermal - patches
- PR - per rectum - suppositories

Storage of medication

- All medication should be stored under lock and key
- Some medication may need temperature control
- Some medication can be kept in the service users room in a lockable cabinet
- All medication should be recorded in and out of a care home
- All medication should be regularly checked to ensure they are correct
- Medication fridges temperatures must be kept at 2 - 8oc
- Shelf temperatures must be kept at 16 - 23oc
- Avoid direct sunlight
- Each medication has a shelf life
- Observe shelf life and use by dates

Categories



- **POM** - Prescription Only Medicines
- **P** - Pharmacy Only Medicines
- **CD** - Controlled Drugs
- **GSL** - General Sales List