

Care About Medicine

Medicines information for staff in a social care setting

Welcome to issue 12 of the **Care About Medicine** newsletter. This newsletter aims to provide useful information and guidance about medicines that may be helpful to anyone working within a social care setting.

Please contact us if you have any problems or issues concerning medication including safe storage, handling and administration, as well as advice on documentation, policies and procedures. We can also offer advice on medicine training issues and competency assessments. You can get in touch by contacting:

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Or visit—www.nottinghamshiremedicinesmanagement.nhs.uk

Managing Controlled Drugs (CDs) in Care Homes

PrescQIPP is an NHS programme that provides information and resources to proactively help organisations to improve medicines-related care to patients.

In December 2014 PrescQIPP published a bulletin titled 'guidelines on the management of controlled drugs in care homes'. This good practice guide is designed for care homes to use (and adapt into a local policy if they wish to do so) to ensure that the handling, administration, and disposal of controlled drugs is safe.



Key recommendations made are that care homes must:

- Ensure supply, receipt, storage, administration and disposal of CDs meets regulatory requirements
- Have policies in place to cover all processes relating to CDs
- Have procedures in place for identifying, reporting and reviewing incidents, errors and near misses involving CDs as well as sharing concerns about mishandling of CDs

Care homes can access this bulletin at the

following location:

<http://www.prescqipp.info/care-homes-controlled-drugs-good-practice-guide/viewcategory/303>

Medication & Falls

Falls and fall-related injuries are a common and serious problem for older people. PrescQIPP have published a bulletin (87) titled 'Medication and falls'. The bulletin consists of a resource pack to raise awareness of the medicines that can increase the risk of falls in older people. As part of this resource pack there is an information sheet specifically for care home staff.



Bulletin 87 can be viewed at the following address:

<http://www.prescqipp.info/care-homes-medication-and-falls/viewcategory/307>

Have Your Say!

The NICE guideline on 'managing medicines for people receiving social care in the community' is out for consultation. To view this guideline visit <http://www.nice.org.uk/guidance/indevelopment/GID-MANAGINGMEDICINESCOMMUNITYSOCIALCARE/consultation>

The consultation is open until 15th June 2015

Medicine Disposal

There may be occasions when service user's medicines are not required anymore, this could be as a result of treatment being discontinued, medicine being out of date or the death of a service user. It is important that all care providers have a robust system in place to deal with medicines that are no longer required. We have seen many instances recently where medicines for disposal have not been dealt with appropriately. Examples of this have ranged from not documenting medicines that have been returned to the pharmacy to medicines being left unattended in a GP reception. The following key points should be adhered to within the different care settings:



- **Home Care Services:** Staff should always refer to their medicine policy in the first instance. Removal of medicines from the service users home should be the responsibility of the service user and/or their family. If staff are to be involved in the disposal of medicines it is good practice to obtain managers approval and written consent from the service user and/or their family. Medicines should be returned to the community pharmacy for disposal, this should be documented in the care plan and on the MAR chart. It is recommended that the pharmacy signs to acknowledge receipt.
- **Nursing Homes:** Medicines should be disposed of in the bins provided by the waste management company with which the care home has a contract with. To ensure an audit trail of all medicines a record should be made in the disposal book and CD register if applicable. This should be witnessed by a second staff member. All Controlled Drugs (CDs) should be made irretrievable prior to going in the bin by using a DOOP kit.
- **Residential Homes:** All medicines including CD's should be returned to the pharmacy. Medicines should be documented in a returns book and witnessed by a second member of staff. Controlled Drugs should also be signed out of the CD register upon removal and witnessed by a second member of staff. A signature should be obtained of the pharmacist or the representative of the pharmacy who removes the medicines.

It is important that after the death of a service user all medicines are retained for 7 days in case of a coroner's inquest.

Medication transfer to and from local hospitals

We have been made aware recently of a number of incidents that have been identified by our pharmacist colleagues working within our local hospitals. In order that residents receive the correct medication in hospital if they are admitted please can you ensure that the following issues are followed:

On admission

- If MAR charts are photocopied when they are sent with residents, please number each chart 1 of e.g. 1 of 2, so the ward know how many MAR charts the patient has, and that none are missing.
- Please ensure if inhalers, spacer devices or eye drops are sent in with a resident that these are clearly labelled with their name.
- Please ensure that a resident's insulin is sent with them into hospital, this will ensure that the resident does not miss a dose, if the hospital does not stock that particular brand.
- Ensure any issues related to medication are documented as part of transfer documentation and are up to date e.g. the residents GP, community pharmacist and how they take their medication (in particular if they self-administer, have medication covertly or may hide their medication). We do have a template form for this information called Ask about my medicines . This is for homes to use if they wish and is available on our website www.nottinghamshiremedicinesmanagement.nhs.uk under the social care section.

On discharge

- Please note, **residents will not routinely have their medication dispensed in medication compliance blister packs.** Dispensing medication in blister compliance packs is a time consuming process and can delay a resident's discharge. All care homes (including residential homes) and most home care providers allow staff to administer medication from their original containers. If you specifically require medication to be packed in a compliance pack on discharge, then please notify the hospital as part of your transfer paperwork.

If you experience any problems with medicines following discharge from hospital please let us know.

We try to send this newsletter out by email, recently many emails have been returned as undeliverable as the email addresses appear to be out of date. If you wish to be added to our email distribution list please forward your details to Alex at: alex.woodcock@mansfieldanddashfieldccg.nhs.uk