

Management of Medicines in the Homes of Private Patients Policy

Version Control Sheet

VERSION	DATE OF REVIEW	IMPLEMENTED AND AUDITED BY	STATUS	COMMENTS
4	01/04/2024	Ann Kelly (Registered Manager)	Active	To be reviewed 01/04/2025

Purpose

This policy applies to all staff of Clinical24 Staffing Limited who provide healthcare services to private patients in their homes and are involved in the management and administration of medicines.

Statement

Clinical24 Staffing Limited is committed to providing safe and effective medication management for private patients receiving healthcare services in their homes. This policy outlines the procedures and guidelines for the management, storage, administration, and disposal of medicines in the homes of private patients. It aims to ensure that medication practices adhere to regulatory requirements, prevent medication errors, and promote patient safety.

Procedure and Guidance

Regulatory Compliance

- Ensure compliance with all relevant legislative and regulatory requirements related to the management, storage, administration, and disposal of medicines, including the Medicines and Healthcare products Regulatory Agency and Public Health Agency of Northern Ireland.
- Stay informed about updates and modifications to regulations and guidelines and review procedures accordingly.

Medication Administration

- Follow the 10 Rights of Medications Administration (<https://nursingnotes.co.uk/resources/10-rights-of-medication-administration/>)
 1. Right patient: Ensuring the medication is given to the correct patient by verifying their identity using two patient identifiers (e.g., name, date of birth, unique ID number).
 2. Right medication: Administering the correct medication prescribed by the healthcare provider. This includes verifying the medication name, strength, form, and route.
 3. Right dose: Confirming the prescribed dose matches the ordered dose. This involves double-checking calculations and adjusting for specific patient factors (e.g., weight, age).
 4. Right route: Administering the medication by the appropriate route, such as oral, intravenous, or topical, as specified by the healthcare provider.
 5. Right time: Administering the medication at the prescribed time to ensure optimal absorption, distribution, and therapeutic effects. Avoiding any unauthorized deviations from the prescribed schedule.
 6. Right documentation: Maintaining accurate and comprehensive records of medication administration, including dosage, time, route, and any observations or reactions.
 7. Right reason: Ensuring the medication is prescribed for the right condition or indication. Understanding the purpose and intended therapeutic effect of the medication.
 8. Right assessment: Conducting a thorough assessment of the patient's current condition, including relevant medical history, allergies, vital signs, and laboratory results, before administering medication.

9. Right education: Providing clear and concise information to the patient (or caregiver) regarding the medication being administered. This includes instructions on dosage, frequency, possible side effects, and any necessary precautions.

10. Right to refuse: Respecting the patient's right to refuse medication, maintaining open channels of communication, and documenting any refusals or reasons for non-compliance.

- Adhering to these rights helps ensure medication safety, minimize errors, and promote patient-centred care.
- Follow the principles of infection prevention and control during medication administration.
- Only administer medications that have been prescribed to the patient, following the authorized prescriber's instructions.
- Ensure that all healthcare professionals involved in medication administration have received appropriate training and possess the necessary knowledge and skills.
- Use appropriate techniques and devices to administer medications safely and accurately, following the manufacturer's instructions and professional best practices.
- Provide clear and appropriate instructions to patients and caregivers regarding medication administration, including any precautions or side effects.

Storage and Security

- Ensure that medicines are stored in a secure and appropriate manner to prevent unauthorized access and safeguard against theft and misuse.
- Store medicines in accordance with manufacturers' instructions, considering factors such as temperature, light exposure, and humidity.
- Use a designated medication storage area, preferably lockable, that is kept clean, organized, and free from unauthorized access.
- Keep controlled drugs and high-risk medications securely locked, establishing protocols for access, administration, and documentation.
- Implement procedures to prevent confusion and mix-up of medications, especially those with similar appearance or packaging.

Prescription and Documentation

- Ensure that all prescribed medicines are accompanied by a valid prescription from an authorized prescriber, complying with legal requirements.
- Keep accurate, up-to-date, and legible medication records for each patient, documenting the details of administered and declined medications.



- Document any medication errors, incidents, or adverse reactions promptly and accurately, including the actions taken to address them.
- Review medication records on a regular basis to identify and rectify any discrepancies or omissions.

Medication Waste and Disposal

- Implement procedures for the safe and appropriate collection and disposal of unused or expired medications, in adherence to relevant waste management regulations and guidelines.
- Promote environmentally friendly disposal of medications, considering local regulations and guidelines, such as returning medications to designated collection points or pharmacies where applicable.

Agency Responsibilities

Training and Competency

- Provide comprehensive training to staff on medication management, storage, administration, and documentation.
- Conduct regular competency assessments to evaluate staff proficiency in medication practices and identify areas for improvement.
- Provide additional training and support to staff when new medications or practices are introduced or when significant changes or updates occur.

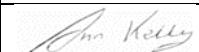
Incident Reporting and Investigation

- Establish a reporting system for medication errors, incidents, or near-misses, ensuring that all incidents are reported promptly and accurately.
- Conduct thorough investigations into medication incidents to determine the root cause and implement appropriate corrective and preventive actions.
- Share lessons learned from incidents and near-misses to improve practices and prevent future occurrences.

Review and Revision

This policy will be reviewed annually or as deemed necessary, taking into account any changes in legislation, regulations, or best practices related to the management of medicines.

Next Review

Reviewed by:	Ann Kelly
Title:	Registered Manager
Signed:	



Last Review Date:	01/04/2024
Actions:	Address Updated

Next Review Date: April 2025