



COMPASSIONATE HEART

SERVICES WITH A DIFFERENCE

Overarching Medication Policy and procedure

1. Purpose

1.1 The purpose of this Policy and Procedure is to outline key points and responsibilities regarding Medication Management. This policy and procedure should be used alongside the Cambridge Council Medication policies and procedures that provide further detail and support the implementation of this policy.

1.2 To describe the ways in which clients may be safely assisted with managing their medication that promotes choice, independence, dignity and respect.

1.3 To comply with regulatory and legislative requirements, best practice recommendations, guidance and professional codes of practice.

1.4 To describe the procedures involved in delivering medication support and the responsibilities of the staff.

1.5 To support Compassionate Heart Ltd in meeting the standard.

1.6 To meet the legal requirements of the regulated activities that Compassionate Heart Limited is registered to provide:

- The Care Act 2014
- Care Quality Commission (Registration) Regulations 2009
- Control of Substances Hazardous to Health Regulations 2002
- The Controlled Drugs (Supervision of Management and Use) Regulations 2013
- The Hazardous Waste (England and Wales) Regulations 2005
- The Health and Social Care Act 2008 (Regulated Activities) Regulations 2014
- The Health and Social Care Act 2008 (Regulated Activities) (Amendment) Regulations 2015
- Health and Safety at Work etc. Act 1974
- Human Rights Act 1998
- Medical Act 1983
- Medicines Act 1968
- The Human Medicines Regulations 2012
- Mental Capacity Act 2005
- Mental Capacity Act Code of Practice
- Misuse of Drugs Act 1971
- The Misuse of Drugs (Safe Custody) Regulations 1973
- The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007
- The Pharmacy Order 2010
- Safeguarding Vulnerable Groups Act 2006
- Data Protection Act 2018

2. Scope

2.1 The following roles may be affected by this policy:

- Registered Manager
- Other management
- Nurse
- Care staff

2.2 The following people may be affected by this policy:

- Clients

2.3 The following stakeholders may be affected by this policy:

- Family
- Representatives
- External health professionals
- Local Authority
- NHS
- Commissioners

3. Objectives

3.1 To maintain the health, safety and independence of clients by supporting them to take prescribed medication at the correct time and in the correct way as part of a personalised plan of care and support.

3.2 To provide a safe framework for the Care Worker to work within when assisting the client with medication.

3.3 To reduce the risk of medication errors and incidents and to help prevent unnecessary admissions to hospital.

3.4 To ensure Nurses work within the NMC Code and NMC Standards for Medication.

4. Policy

4.1 Compassionate Heart Ltd understands the importance of providing safe, reliable care including support and treatment in relation to Medication Management.

4.2 The client will be treated as an individual at all times respecting dignity, privacy, independence, choice and control.

4.3 Compassionate Heart Ltd recognises the importance of staff training and supervision and will ensure all staff involved in medication management are well trained and competent to perform the activities within the remit of their roles and in line with the Training and Competency on Medications Policy and Procedure.

4.4 This policy challenges discrimination based on age, gender, disability, sexuality, faith, religion, culture, ethnic or national origin, trans-gender or marital status.

4.5 Medicines remain the property of the client to whom they have been prescribed.

4.6 All staff will follow the 6 Rights of Medication Administration to ensure the safety and well-being of the client.

4.7 Roles and Responsibilities of Staff - The Registered Manager is responsible for:

- Ensuring that a mental capacity assessment forms part of person-centred care planning and that consent to support medication is obtained
- Ensuring that where best interest decisions are required, this is done in collaboration with others involved in the clients care and is recorded and shared with relevant staff
- Ensuring that capacity in relation to the management of medication is reviewed regularly
- Ensuring that clients have a medication assessment undertaken prior to the service starting or as soon as is practically possible. This should form part of their Care Plan
- Ensuring that medication reviews are part of, and align with, the client care and treatment assessments, plans or pathways and that they are completed and reviewed regularly when their medication changes
- Ensuring that regular medication reviews take place which involve the wider multi-disciplinary team where appropriate, in line with the compassionate Heart Auditing and Monitoring of Medication Policy and Procedure
- Ensuring that all staff involved in medication management are trained, assessed and competent to perform the activities required of them within their role
- Ensuring that policies and procedures are in place that comply with current legislation and guidance for medicines administration including:
 - Administration
 - Disposal
 - Recording
- There is a culture that allows staff to report incidents. To achieve this, there should be systems to support:

- Clear incident reporting
- Investigations of incident reports to decide whether to offer training to an individual or review existing procedures
- Monthly audits of how things work
- Reporting of serious incidents to the regulatory body and compliance with the Duty of Candour
- Whistleblowing

4.8 Roles and Responsibilities - The Care Worker is responsible for:

- Ensuring that they only administer medicines that they have been trained and have been assessed as competent to give
- Being aware of their responsibilities if a client refuses to take their medicines
- Remaining up to date, participate in any training and supervision sessions
- Reading and following Compassionate Heart Ltd's policies and procedures and to seek guidance if there are any areas of misunderstanding before supporting clients with medication management
- Reporting any concerns to their line manager as soon as they arise including errors or omissions

4.9 Consent and Mental Capacity

- When assessing the client requirements and agreeing their Care Plan, consideration will be given to the client's mental capacity and ability to give informed consent
- The Support Worker will be guided by the principles of the Mental Capacity Act and the company's policies on Consent and Mental Capacity
- Consent will be obtained for important aspects of client care and support, including medication
- A record of a client's informed consent will be made in their care record
- The client should be deemed to have mental capacity to make decisions about their care unless there is an indicator that they are unable to make decisions relating to their medication. Where an indicator exists that a client may not have the capacity to make decisions about their medication, Compassionate Heart Ltd will ensure:
 - An assessment is completed in line with the Mental Capacity Act 2005 and where required, a best interest decision will be recorded in the client's care record

4.10 Protected Characteristics and Medication Management

Compassionate Heart Ltd will ensure that protected characteristics are considered when managing medicines. This includes the client's cultural and religious requirements, which will be fully and carefully considered and may include but not be limited to:

- Vegetarians and people from some religious groups who do not want gelatin capsules (made from animal products)
- Having medicines given to them by people of the same gender
- The administration of medicines during religious festivals, including fasting
- Medicines including 'unclean' substances

4.11 Confidentiality and Information Sharing

- Information regarding a client's medication and health must be treated confidentially and respectfully
- All records must be stored securely where they cannot be accessed by unauthorised persons
- Information about a client should only be disclosed with that person's consent, unless The Agency is legally obliged to share the information
- Any information shared must be relevant, necessary and proportionate
- If the client agrees, relevant information about them can be shared with their relatives or nominated representatives
- The agreement for sharing information should be documented in the Care Plan
- Information should be shared with health and social care professionals involved in the direct care of the client where it is needed for the safe and effective care of the individual, unless the client has refused to share the information
- The client's refusal should be documented in their Care Plan and the Care Worker should ensure that the person is aware that such a refusal may compromise their safety if relevant information is not shared
- If a client attends an appointment with a Care Worker outside of the home, it is important that information is available to that healthcare professional, unless the client has refused consent
- This information should be given by the client themselves, wherever possible; however, the Care

Worker should ensure that the client (or the person accompanying them, if appropriate) has with them a copy of the current medication administration record (MAR) chart or is provided with the same details in another written form

5. Procedure

5.1 The outcome of the medication assessment will determine:

- The ability to self-manage without assistance
- The ability to self-manage with occasional verbal reminders (sometimes referred to as prompts) or with the use of administration aids
- Full assistance required
- Administration by specialised technique

5.2 Levels of Support

- Compassionate Heart Ltd is responsible for agreeing on the **level of support required** and ensuring that the appropriate record keeping and training needs are met
- The client's plan will require review as needs change

5.3 Self-Managed

- This level of intervention is when the client is assessed as having the mental capacity and physical ability to be able to fully undertake the medication process and therefore needs no assistance from the Care Worker
- Support should be provided for the client to understand the medication process and encourage them to self-manage their medication
- Medication Administration Record (MAR) does not need to be completed
- No assistance in any form should be given with any stage of the medication process
- This is for any prescribed or over-the-counter medication in any form (e.g. tablet, capsule, liquid, drops, spray, cream) and covers medication:
 - Preparation
 - Administration
 - Disposal
- Where any support is provided by the client's family, etc. then this must be detailed in the Care Plan
- The risk assessment must detail how medicines will be safely stored for the client to remain self-managing
- clients should be encouraged to seek regular medication reviews from their GP
- In order to protect the safety of the client and others, it is essential to assess the client's ability to manage their medications independently and safely. This assessment should include the following:
 - Whether the client wishes to self-manage
 - Identification that the client knows the medication they are taking, what it is for, and how and when to take it
 - Understanding of how important it is not to leave the medicines lying around where someone else may take it accidentally
- The assessment and documentation will be stored in the individual clients' Care Plan, and a copy held with the client's medication record when a client is self-managing their own medication. This will help to remind staff of the need to monitor any associated risks

5.4 In addition to self-managed, there are three levels when support is required with medication administration:

Level 1 – General support or assisting with medicine

Level 2 – Administering

Level 3 – Administering by specialised technique after receiving further training

5.5 Level 1 - Compassionate Heart Ltd provides general support or some assistance with medication administration

- This can involve physical assistance from staff as long as the client directs the Care Worker
- The client must have been assessed as having the mental capacity to manage their own medication

- The assistance from staff should not involve the Care Worker choosing or selecting medication for the client
- Where a person chooses to self-manage, Compassionate Heart will record this on the Care Plan
- Where there is a risk to others, for example in a shared space, a risk assessment needs to be completed if necessary
- If staff identify a change that indicates it may no longer be safe for the client to self-manage then staff should consult with the client's GP to determine if:
 - The status is short-term or long-term
 - The person requires a medication review
 - Any new procedures are required in light of the information obtained from the above
- Compassionate Heart recognises that there may be situations when people are keen to look after some medicines and not others. An example is when a person keeps an inhaler for immediate use but prefers the Care Worker to look after tablets and liquid medicines
- Self-management does not have to be all or nothing; an assessment should be undertaken with the person and documented in the Care Plan
- Where the client is self-managing but the Care Worker is required to give occasional verbal reminders or physical assistance under the direction of the client, a record of this assistance or the reminder must be made in line with locally agreed policy
- A persistent or increasing need for a reminder may indicate that a client does not have the ability, or the wish, to take responsibility for their own medicine and this should trigger an urgent review of the clients Care Plan. The Registered Manager should be informed at all times
- The term 'prompt' should not be used in the Care Plan as this does not clearly define the activity the Care Worker is required to undertake. 'Verbal Reminder' or 'Physically Assist' gives a clearer indication of the type of support required of the Care Worker

5.6 Level 2 - Administration by Care Staff: Care staff take responsibility for administering medication

The client will have been assessed as requiring care staff to administer medication possibly due to impaired cognitive awareness, sensory disability or through physical disability or their expressed wish.

- Staff administering medication must be trained and assessed as competent to administer medication
- Consent must be obtained prior to administering medication
- The Care Worker must follow the 6 Rights of Medication Administration
- The Medication Administration Record (MAR) must include all prescribed medicines. Staff should be aware of the organisations 'Recording the Administration of Medication' Policy
- Medication must never be secondary dispensed (potted up) for someone else to administer to the client at a later time or date or for the client to take a later time
- It is essential that the person who administers the medicine refers to the Medication Administration Record at the time of administration and does not sign the Medication Administration Record until after the medication has been administered and they are certain it has been taken
- A record should be made if the medicine is refused or not administered, including the reason why
- The local policy will dictate the codes used on the MAR chart and staff administering should be aware of the codes
- If errors occur or are identified the organisation Policy on 'Medication Errors and Near Misses Policy and Procedure' should be followed
- The Care Worker should only administer medication from original packaging or Pharmacy filled dosage systems or compliance aids. The Care Worker should not administer from family filled compliance aids

5.7 Level 3 - Administration by Specialist Technique: Care staff administer medication by specialist technique

These types of medicines will normally be administered by a healthcare professional. However, if appropriate, a healthcare professional may delegate these tasks to named Care Workers provided:

- They agree this with the Registered Manager
- The healthcare professional personally provides the required extra training and is satisfied that the Care Workers are competent

The following activities are usually considered specialised techniques, although this list is not exhaustive and is dictated by locally agreed policy.

- Rectal administration, e.g. suppositories, enemas

- Buccal administration
- Administration into the vagina, e.g. pessaries
- Nasogastric administration
- Administration through a Percutaneous Endoscopic Gastrostomy (PEG), including PEG feeds
- Giving oxygen

5.8 Partnership working

When supporting client's for the first time with medication, staff will inform the client's GP and supplying pharmacist.

6. Definitions

6.1 A Medicine

- A medicine is a substance that is introduced into the body, or externally applied to the body that exerts a physiological change to the body
- Medicines and medicinal preparations which come under the provisions of the Medicines Act (1968). They include medicines used in clinical trials, unlicensed medicines, dressings, and medical gases
- They can be Controlled drugs, i.e. substances controlled under the provisions of the Misuse of Drugs Act (1971) and Regulations made under the Act
- They can be alternative medicinal products, e.g. herbal or homeopathic remedies, that are used for therapeutic purposes

6.2 NMC

- The Nursing and Midwifery Council is a regulatory body which regulates Nurses and Midwives in England, Scotland, Wales and Northern Ireland

6.3 The 6 Rights of Medication Administration

- The 6 Rights of Medication Administration are:
 - Right **P**atients
 - Right **D**rugs
 - Right **D**ose
 - Right **R**oute
 - Right **T**ime
 - Right **D**ocumentation

A mnemonic to remember this is **P**atients **D**o **D**rugs **R**ound the **D**ay

These 6 Rights vary in Definition - NICE guidelines refer to Right to Refuse instead of Right Documentation. This policy uses Right Documentation because of the high rate of errors associated with documentation but refers to the Right to Refuse

6.4 Medication Error

- A medication error is any preventable event that may cause or lead to inappropriate medication use or patient harm while the medication is in the control of the health care professional, patient, or consumer

6.5 Reconciliation

- Medication reconciliation is the process of creating the most accurate list possible of all medications a client is taking - including drug name, dosage, frequency, and route - and comparing that list against the Doctor's admission, transfer, and/or discharge orders, with the goal of providing correct medications

6.6 Medication Review

- Many frail, elderly people have multiple and complex conditions. These conditions can change, and the medicines that clients receive to treat these conditions need to be reviewed regularly to ensure that they

remain safe and effective

- The frequency of multidisciplinary medication reviews should be based on the health and care needs of the client, with their safety being the most important factor when deciding how often to do the review
- The interval between medication reviews should be no more than 1 year, and many clients will need more frequent medication reviews

6.7 Assisting and Administering

- The difference between **assisting** someone to take their medicines and **administering** medicines is:
 - When a care worker **assists** someone with their medicine, the person **must indicate** to the care worker what actions they are to take on each occasion
 - If the person is not able to do this, or if the care worker gives any medicines **without** being requested (by the person) to do so, this activity must be interpreted as **administering** medicine

6.8 Protected Characteristics

- The Equality Act 2010 protects people in nine protected characteristic groups from discrimination in the use of services and employment:
 - Age
 - Disability
 - Gender reassignment
 - Marriage, same-sex marriage and civil partnership
 - Pregnancy and maternity
 - Race, this includes ethnic or national origins, or nationality
 - Religion or belief
 - Sex
 - Sexual orientation

6.9 Delegation

- Delegation is defined as the transfer of responsibility for the performance of a task from one person to another - "Transferring to a competent individual the authority to perform a selected nursing task in a selected nursing situation. The nurse retains accountability for delegation"

6.10 Medication Administration Record (MAR)

- The MAR chart is individual to the client and is a formal record of administration of medicine within the care setting and may be required to be used as evidence in clinical investigations and court cases. It is, therefore, important that it is clear, accurate and up to date
- The MAR chart reflects the items which are still being currently prescribed and administered, together with information about repeat prescriptions for PRN ("when required") medicine

6.11 Percutaneous Endoscopic Gastrostomy (PEG)

- Percutaneous endoscopic gastrostomy (PEG) is an endoscopic medical procedure in which a tube (PEG tube) is passed into a patient's stomach through the abdominal wall, most commonly to provide a means of feeding when oral intake is not adequate (for example, because of dysphagia or sedation)

Key Facts - Professionals

Professionals providing this service should be aware of the following:

- Staff must only administer medication when they have been trained and assessed as competent
- Staff check the 6 Rights of Medication Administration for any medication every time it is administered
- Staff must give medication administration their full attention to avoid errors
- If staff are unclear, or notice an error or omission, they must check before administering any medication and report any concerns
- Consent must be obtained before any medication support is provided

Key Facts - People Affected by The Service

People affected by this service should be aware of the following:

- Clients have the right to refuse medication
- Consent must be obtained before any medication support is provided
- Staff will only be able to administer medication from pharmacy filled dosage systems

Further Reading

As well as the information in the 'Underpinning Knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

- **Health and Social Care Information Centre - A Guide to Confidentiality in Health and Social Care -** <http://content.digital.nhs.uk/media/12822/Guide-to-confidentiality-in-health-and-social-care/pdf/HSCIC-guide-to-confidentiality.pdf>

Related Policies

- **Recording the Administration of Medication Policy and Procedure**
- **Auditing and Monitoring of Medication Policy and Procedure**
- **Controlled Drug Policy and Procedure**
- **Safe Disposal of Medication Policy and Procedure**
- **Over the Counter Medication Policy and Procedure**
- **As Required Medication Policy and Procedure (PRN)**
- **Covert Medication Policy and Procedure**
- **Medication Errors and Near Misses Policy and Procedure**
- **Medication Away from Home Policy and Procedure**
- **Training and Competency on Medications Policy and Procedure**
- **Administration of Medicines Policy and Procedure**

Compassionate Heart limited will use along the local authority policy and Mar Chart to administer medication to clients.