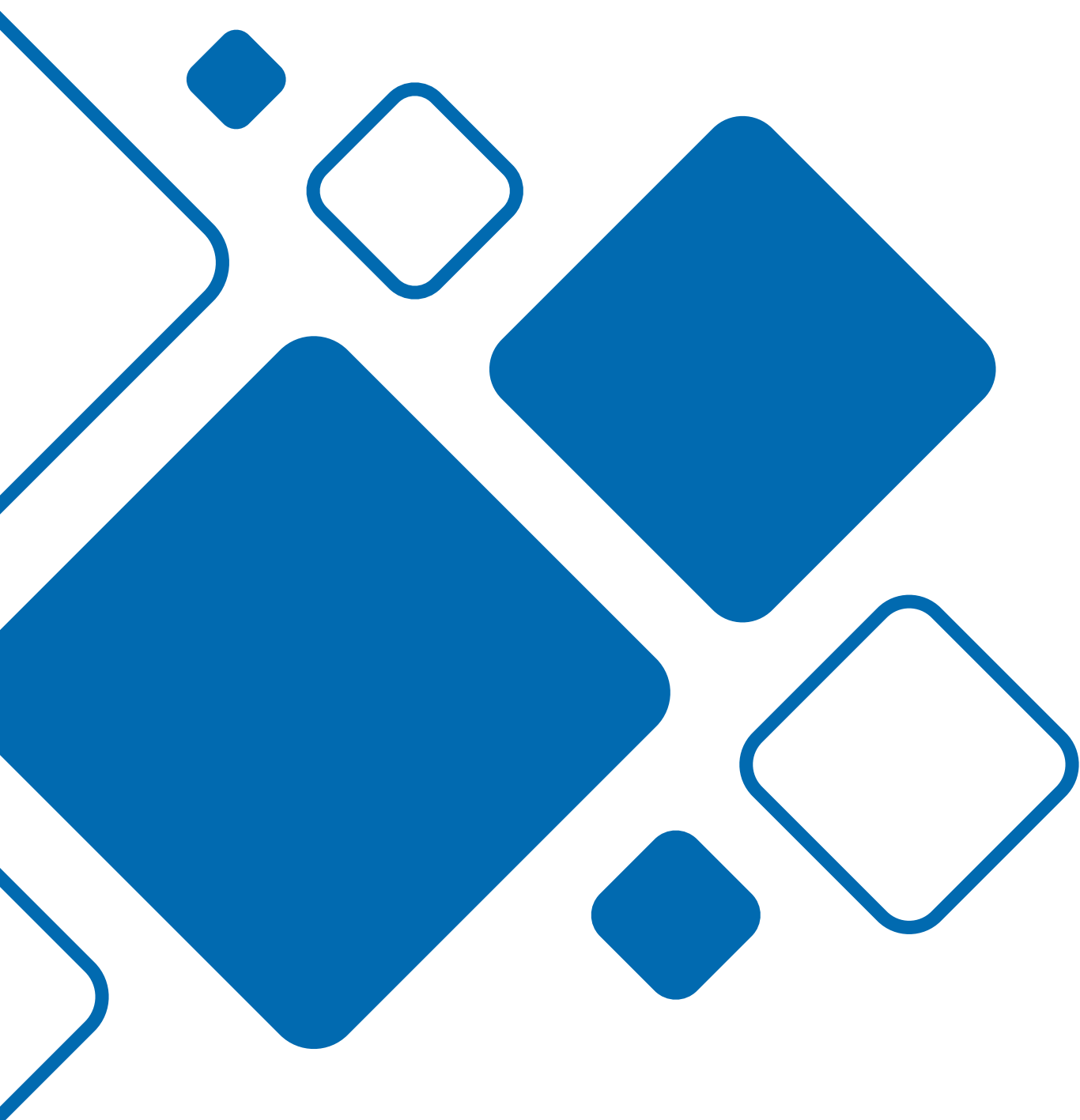


NURSDOC

POLICY NUMBER: **6**

POLICY TITLE: **USE OF STORAGE & STORAGE OF MEDICINES**

WHO MUST ABIDE BY THIS POLICY? **ALL TEMPORARY WORKERS**



USE OF STORAGE AND STORAGE OF MEDICINES

It is recommended that all Temporary Workers familiarise themselves with the attached document from the Royal Pharmaceutical Society of Great Britain – Principles of Safe and Appropriate Production of Medicine Administration Charts.

THE PURPOSE OF THIS POLICY

- To inform staff about The Nursdoc use of storage of medicines policy.

USE AND STORAGE OF MEDICINES

Temporary Workers should familiarise themselves with client's policies for the use and storage of medicines in the care environment. All organisations are required to have policies outlining how to dispense medication safely and securely.

ADMINISTRATION OF MEDICATION WITHIN A CARE HOME

As a Temporary Worker you may be required to administer medication within a Care Home environment, prior to accepting a shift in this environment if you are a registered nurse you should ensure that you receive orientation from a permanent member of staff on the homes medication administration records and procedures. If you are a Care Worker, you should receive induction in the administration of medication, and in the event that you do not feel suitably trained you should refuse to undertake these duties. Care homes are required to keep the following records according to the National Care Standards for each person that has medication administered:

- What is received
- What is currently prescribed (including those self-administered medicines)
- What is given by Care Workers
- What is disposed of

In addition to this it is important that the following is observed:

- That Service Users if they are capable, have the right to administer their own medication
- That each Care home is required to have robust procedures to assist Care Workers to administer medication to people that rely on them.
- That all Care Homes that provide personal care, are required to have controlled drugs, (except those for self administration administered by designated and appropriately trained staff.
- That Care Homes that provide nursing care are required to have all medicines, including controlled drugs, for service users receiving nursing care, administered by a medical practitioner or registered nurse.

MEDICINE ADMINISTRATION RECORDS (MARS)

It is important that MARS are completed correctly and properly at all times. Temporary Workers should ensure that the process that they follow for medication administration follows the methodology of the six R's:

- Right Patient
- Right Drug
- Right dose
- Right formulation
- Right route
- Right to refuse

Please ensure that even if a patient refuses medication that this is clearly documented on the MARS.

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