

**YOUR MEDICINES POLICY SHOULD CONSIST OF AND CONTAIN THE FOLLOWING PROCEDURES:**

1. General Responsibilities i.e. Duty of Care

2. Legalities, Definitions and Scope of Administration

3. Care worker roles and responsibilities

- Role and Responsibilities
- The role of the Care Home
- The role of the Care Manager
- Training support for care workers and Competency Assessment
- The role of the GP
- The role of the Community Pharmacist
- The role of other Health Professionals

4. Medicines Cycle

- Prescribing, medication review
- Ordering of prescriptions and supply from pharmacy
- Storage including fridge, self-administration and controlled drugs
- Administration including dosage forms, specialist techniques
- Assessment of self-administration
- Recording, medication administration charts and changes to medication
- Monitoring
- Disposal

5. Awareness of potential risks, problems and changing circumstances

- Secondary dispensing
- Person is away from home e.g. Accompanied visits
- Hospital admission and discharge
- Covert administration
- Crushing
- Refusal of medication
- Missed doses of medicines
- Person is unwell
- Medicines labelled as directed
- When required (PRN) medicines
- Non-prescribed or herbal medicines
- Homely remedies
- Oxygen
- Alcohol or Illegal Drugs
- Side Effects and Adverse Reactions
- Physical or cognitive problems

6. Medication Errors and Incident Reporting

7. Appendices with more information, for example controlled drugs list, homely remedies list, and self-administration assessment

8. Author, review date and staff signatures