

Social Leave Guidance For Care Homes



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Aneurin Bevan
University Health Board

Provision for administering medication should be made for residents when they are away from the home for a period longer than a simple adjustment to their dosing regimen would allow.

Periods of leave up to one day

The medication from the home can accompany the resident. Clear instructions for how to take the medication should be provided by a registered nurse from the home and a copy of the MAR given to the person accompanying the resident to record any and all administration. Where possible reduce the number of medication taken out with the resident by adjusting some of the medication, such as giving laxatives earlier or later than normally given to reduce the difficulty of administering bulky medication or those requiring preparation before administration i.e. mixing with a water. Where possible and appropriate the person accompanying the resident should sign for receipt of the medication and that they fully understand how to administer the medication and the importance of doing so and accepting the responsibility.

Periods of leave lasting more than one day

The above procedure will still apply but you would need to supply **all** medication. Alternatively the GP can be asked to supply a prescription to cover the time the resident is away from the home and the pharmacy can supply the medication in a cassette system to aid the resident and their family.

When nursing staff accompany a group of residents on holiday, arrangements must be made for the safe and secure transportation of the medication and any special storage requirements i.e. cool bag for insulin taken into account. Each resident medication must be kept within separate containers and all kept within a lockable container. The MAR charts should also be taken on with the staff and a safe and secure system used to administer the medication and maintaining the confidentiality of the information contained on the MAR charts.

ALL MEDICATION MUST BE SUPPLIED IN SUITABLE, CLEARLY LABELLED CONTAINERS

When the resident returns to the care home an entry should be made on the MAR chart and (where applicable) in the Drugs Liable to Misuse / Controlled Drugs register of any and all returned medication. The records should be signed by the person returning the medication and the registered nurse on duty.