

Singleton  
Training



# Administration of Medication Handbook



Contact the Office on 01522 300161  
[www.singleton-associates.org](http://www.singleton-associates.org)





## **Administration of Medication**

### **What is a medicine? What is a drug?**

Medicine - A drug or preparation used for the treatment or prevention of disease.

Drug – A substance that affects the structure or functioning of a living organism.

Used for

- Diagnosis
- Prevention
- Treatment

### **The Medicines Act (1968)**

The act defines “Medicinal products” as substances sold or supplied for administration to humans or animals for medicinal purposes.

Part 3 of the act, and orders made under it, control the manufacture and sale or supply of medicines, and for this purpose broadly classify them into 3 classes:

- Prescription only medicines (POM). A prescription is required to obtain.
- Pharmacy medicines (P). Can only be bought from a registered pharmacy.
- General sales list medicines (GSL). Can be bought in supermarkets / shops.

Different legal requirements apply to the sale, supply and labelling of each class.

The medicines act also covers the storage of medicines.

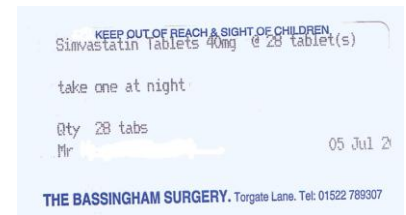


## The Misuse of Drugs Act (1971)

The Misuse of drugs act is mainly to prevent the misuse of controlled drugs by prohibiting their production and distribution

Drugs likely to cause dependence and misuse are referred to as “controlled drugs”, as they are subject to the strict prescription requirements of the act.

- Opium.
- Morphine / Heroin (Diamorphine).
- Pethidine.
- Other synthetic, potent analgesics / narcotics.
- Dihydrocodiene.
- Barbiturates (except IV anaesthetics).
- Amphetamines.



## Prescriptions

Prescriptions must contain:

- The patient details [Name, address, date of birth]
- The Drug (often using the Latin name) (Simvastatin)
- The Form and strength (Tablets 40mg)
- The dosage (take one at night [ 1 nocte])
- Total amount to be supplied (@ 28 tablets)

Label on the medication should contain all of the above details and the address of the pharmacy. Each label will also contain a message like (Keep out of reach of children) as well as any extra details like:

- Take before food.
- Take with water.
- Must be swallowed whole.

## A poison

A substance that enters the body through ingestion, inhalation, absorption or injection and may cause harm or disease to one or more organs / systems.

Poisons can be taken in one of two ways:

Accidentally

Intentionally

Generally, a poison will cause permanent harm to a part of the body.

Immediate effects can sometimes be reversed but damage is often done.

## Presentation of medication

### Injections

Preloaded Syringes

Vials - Powder

- Liquid

Ampoules - Glass

- Plastic

### Oral Presentations

Tablet

Capsule

Suspension

Liquid

Powder

Aerosol inhalers

Aerosol sprays

Rectal and vaginal presentations

Suppositories

Rectal tubes

Vaginal pessaries

Vaginal creams

Topical creams



## Topical and implant presentations

Sprays

Gels

Patches

Ointments

Implant



Some medications are prescribed as PRN (Prescription Required Now). The idea of these medications is to calm a person down or make their behaviour manageable without calling out a doctor to prescribe, there and then. They come in similar forms to other medication but are only used as a chemical restraint, mainly for people with challenging behaviour.

## Routes of medication

- Oral – drug is swallowed and absorbed into the blood from the gut. Effects usually start 30-40 minutes after administration.
- Sublingual – tablet or aerosol spray absorbed via the mucus membrane (angina sprays / tablets). Effects usually occur within 20 seconds - 3 minutes after administration.
- Inhalation – Drug taken as inhaler / direct administration (Oxygen, asthma inhaler). Effects usually occur within seconds.
- Rectal – Drug absorbed through the wall of the rectum. Effects usually occur within 30 seconds - 5 minutes after administration.
- Injection – Drug administered directly into the blood stream or intramuscular. Effects usually occur within 30- 60 seconds after administration
- Topical – Drug absorbed through the skin. Effects usually occur within 1-10 hours after administration.
- Patches – Drug administered by sticking patch on the skin. Effects develop slowly over the day.
- Implants – Drug administered by special injection. Effects develop slowly over a period of weeks / months.

## **Storage**

Medicines should always be stored in a locked cabinet. Access to these should be controlled. Only approved people should have access, normally by the use of a key. Some require special temperatures like a fridge, which should again be lockable.

Controlled drugs should only be used when two (2) people are present and must be signed in and out of storage.

It is recommended that all drugs are signed in, but it is essential with controlled drugs.

## **Administration**

Always check the service users record sheet (MAR record) prior to administration of ANY medication always check that the person the medication is being given to is the correct person.

## **Recording**

- Record receipt of any medication.
- Record self administration of any medication.
- Record administration of any medication.
- Record the rejection of any medication by the service user.
- If a controlled drug, don't forget to record it in the 'Controlled Drugs Register'
- The administration of any controlled drug must be witness by another trained member of staff.
- If a service user leaves the home / unit their medication must either be sent with them in a secure way or be disposed of correctly.

Under no circumstances must the medication prescribed for one service user be given to another.

## **General information**

Assistance with medication should only be provided by the domiciliary care assistant where the service user is unable to administer their own medication (in full or in part) and there is no carer or other appropriate person to do so.

Assistance with medication will only be provided with the written consent of the service user, obtained when the care plan is established or reviewed. Where informed consent cannot be given, agreement will be sought from their carer, or any other significant person. If necessary, an independent advocate will be used to ensure the best interests of the service user. Details of the assistance required will be included in the care plan and agreed by the care provider.

Service users may wish to treat minor ailments with over the counter preparations (such as paracetamol) or complementary therapies (such as herbal or homeopathic remedies or aromatherapy oils). They may be assisted to do so as long as the pharmacist or GP has confirmed that there is no contra-indication with existing medication or an existing medical condition, and a record is kept.

Care assistants should not administer controlled drugs.

### **Self-medication:**

If a service user is choosing to administer their own medication, but there are concerns about their ability to do so, this should be referred back to the care manager for review.

### **Containers:**

Medicines must only be administered from an approved and properly labelled container. An approved container is one that has been supplied by a doctor or pharmacist.

The label on the container will give details of the required dose and may include other instructions (such as “complete the course” or “avoid alcohol”). Instructions such as “as directed” are not acceptable. Where instructions are unclear the pharmacist, prescribing doctor or prescribing nurse must be contacted for clarification. Verbal advice obtained this way will be recorded on the medication record (MAR).



Instructions relating to the timing of the taking of medicines (including its relationship with eating) are very important and must be followed.

Administration of medicines from a container whose label has been altered is unsafe, unless altered and signed by the individual's GP or the prescribing nurse. If a label has been altered in any other way, the doctor, prescribing nurse or pharmacist must be contacted and their advice sought. Verbal advice obtained in this way will be recorded on the medication record.

Containers will usually have child resistant closures. If a service-user is self-medicating (in full or in part), "easy open" containers may be more appropriate and can be arranged by the pharmacist.

Where the medication regime is complex, or where a number of people are involved in administering the medicines or where there are concerns that the service user may take extra doses, the appropriateness of an alternative dispensing method (such as a pre-filled medi-dose) should be discussed with the GP and the pharmacist, who will need to agree the final arrangements.

## **Special circumstances**

When a service user dies their medication must be retained for a minimum period of seven (7) days in case there is a coroner's inquest.

## **How to administer medication**

- Wash hands.
- Check record (MAR record) to establish it is due.
- Verify service user / to prescription / to medication.
- Check medication is in date.
- Check dosage.
- Establish correct route for administration.
- Offer medication to service user.
- Offer water to facilitate swallowing if appropriate.
- Record on medication record (MAR).



Do not break tablets unless they are scored as this interferes with dosage or absorption

## Problems

If medication has been given but not taken, report it to senior staff.

Record on Medication Administration Record. (MAR)

Any concerns should be reported to senior staff.

Never leave the drugs unit / trolley / box open or unattended if open.



## Sharps

- All sharps **MUST** be disposed of correctly.
- Use sharps only for their intended use.
- Do not try to re-sheath the needle.
- Dispose of the needle and syringe in the sharps box or use the needle release to dispose of just the needle in the sharps box.

## Personal Protection

- Dispose of all clinical waste correctly.
- Change gloves / wash hands between service users.
- Clean up and spills immediately.
- Clean up any body fluids immediately.





## **Other courses we offer include:**

**Basic Food Hygiene**

**Food Hygiene Plus**

**Intermediate Food Hygiene**

**Advanced Food Hygiene**

**Emergency First Aid at Work**

**First Aid at Work**

**Basic Health & Safety**

**Intermediate Health & Safety**

**COSHH**

**Manual Handling**

**Risk Assessment**

**Understanding Strokes & Diabetes**

For details of our quality assurance, please visit our web site:

<http://www.singleton-associates.org/services/quality-assurance/>

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