



Standard of Practice Medication

This standard of practice is to support the CSW in providing safe, respectful and effective personal care to the public population in a dignified and ethical approach. Standards of Practice outline the expectations of the CSW and their responsibility in the delivery of care.

Medication

A drug or other substance used to prevent or treat an illness or disease.

Some forms of medication include pills, capsules, liquid, eye or ear drops, patches and lotions / ointments. These can also be prescribed and only obtained with a physician's order or they can be bought as over-the-counter (OTC) drugs without a physician's order.

SW's who have not completed units 1, 2 and 3 of the Care Services Training Programme must not be permitted to administer medications and are limited to the following:

- The Care Support Worker may prompt the person(s) it is time to take their medications. They may also inquire of the person(s) if they have taken their medications.
- The CSW may assist the person(s) with medications only when a verbal prompt is required to take the meds.
- The CSW may hand the medication container to the person(s) only when the medications have been placed in the correct receptacle by a family member, HP or a suitably trained SW. Note: CSW's working in a Dom Care setting may be permitted to do this, as long as it is in the Care Plan, and the appropriate instruction given by the CSW's employer, and is recorded.
- A CSW may never dispense medication out of a prescription bottle directly to a person(s) or into a dosette for future

consumption. Note: SW's working in a Dom Care setting may be permitted to do this, as long as it is in the Care Plan, and the appropriate instruction given by the CSW's employer and is recorded.

- The CSW should promptly report any noted irregularities such as medications not taken, medications taken too often, or medications being taken at the wrong time to their appropriate supervisor. (Family members, care coordinators, nursing supervisors etc.).
- The CSW must take responsibility for their act and always follow the policies and procedures of the facility or company that they are working under.

The administration of medications is a delegated act. Care Support Workers need to complete units 1, 2 and 3 of the Care Services Training Programme, which has been developed by the Care Quality Council's description of Level 2 accredited training. Once properly trained and assessed the CSW may:

- Dispense & administer prescribed meds direct to the service user, using the correct dispenser and properly record on the M.A.R chart
- Dispense and administer Controlled Drugs (CD) direct to the service user and properly record on the M.A.R* chart and in the CD record book
- Administer any PRN* direct to the service user and record on M.A.R chart.
- Apply creams, eye or nasal drops.
- Note any refusal by a service user to take their medication and record any such refusal on the M.A.R chart. If a service user consistently refuses their meds, the CSW must report this to their supervisor, RM, GP and care team.
- Arrange to have any meds that have been refused or out of date, to be returned to the issuing pharmacy and record. **REFUSED MEDS MUST NEVER BE PUT BACK INTO BLISTER PACKS, NOMAD TRAYS OR BOTTLES!**

- Carry out regular inventory checks of all Medications and CD's and record.
- If properly trained, action repeat prescription orders for service users to ensure continuity of medication and to arrange collection of meds being returned.
- Ensure that the temperature in the designated Meds Room is properly monitored and recorded, as well as any refrigeration devices that are used to store Insulin etc.
- Can dial up a service users Insulin dosage on the appropriate device. A CSW, and only if required, apply a sharp to the insulin dispensing device, making sure to follow all appropriate Health and Safety measures, including the disposal of a sharp into the correct container once the service user has administered their insulin.
UNLESS PROPERLY TRAINED AND ASSESSED A CSW MUST NEVER USE AN INSULIN DISPENSING DEVICE DIRECTLY TO THE SERVICE USER
- May supervise service users who are able to self dispense and are on Level 2 Self Medication, and record in M.A.R
- Dispense meds to service users on Level 3 Self Medication, and record in M.A.R
- The CSW must take responsibility for their act and always follow the policies and procedures of the facility or company that they are working under.

CSW – Care Support Worker

RM – Registered Manager

GP – General Practitioner

M.A.R – Medication Administration Record

P.R.N – Latin, meaning Prescribed required and necessary