

# HIQA OUTCOME 012

## MEDICATION MANAGEMENT

### COLLECTION AND DISPENSING OF MEDICATION POLICY

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# Moore Haven Centre

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## COLLECTION AND DISPENSING MEDICATION POLICY

### OBJECTIVE:

The purpose of this procedure is to ensure that clear guidelines are in place for the collection and dispensing of prescribed medication to the service users of the MooreHaven Centre.

### RESPONSIBILITY:

The review of this Policy document lies with the management team. The day to day implementation rests with the management and staff team.

### PROCEDURE:

1. Ordering/prescribing – GP's prescribe all medications. The pharmacist informs the PIC when prescriptions need to be reviewed. PIC in turn contacts the GP who issues a new monthly / 3 monthly prescription. The Medication is collected weekly from the Pharmacy in Blister Packs by a staff member.
2. The PIC checks each Pack and signs and dates the "**Record of Medication supplied to the Service**" Form.
3. The PIC then sends the medication packs and the Medication forms to the Community Houses.
4. The Social Care Worker on duty checks the Packs and co-signs the form which is returned to the Residential Coordinator.
5. Storage - Medication is stored in a locked press in the Residential Homes and the keys are at all times held by the Social Care Worker on duty, in the houseparents bedroom.
6. Issuing/Administering Medication - It is the policy of the MooreHaven Centre that Residents, when being administered medication by the Social Care Worker, should go to the door of the Social Care Worker's bedroom and the prescribed medication is administered by hand with a glass of water; once taken the Social Care Worker then signs with their initials in each box for the medication administered, on the "**medication sheet**". The steps involved in giving the medication are as outlined in 12. a,b,c,d,e
7. Social Care Workers will be notified in writing by the PIC of any change in Medication. Any changes in medication will be recorded by the PIC in the Resident's Care Plan.
8. Any Medication Error must be immediately reported to the PIC and a "**Medication Error Form**" filled in and given to the PIC after an error is made. The PIC will decide on the course of action to be taken.

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9. If a GP or specialist makes a change to the residents' medication the PIC will take the new prescription to the chemist and will have the blister pack changed accordingly. The PIC will then amend the daily medication chart and the sample medication chart which is laminated and on the notice board in the social care workers room. Sample chart indicates the time each tablet is to be administered. Next of kin and residential staff are notified of change by the PIC and a record kept on the residents personal file.
10. Liquid medication and epilim chrono are kept separately from the blister pack and a separate **medication stock sheet** is used for recording stock in hand as each social care worker comes on duty.
11. Short term medications such as antibiotics will be sent to the social care worker by the PIC with written instructions and administration will be recorded on a daily chart and family will be notified that the resident is now taking this drug.
12. (a) Check date and time on blister pack before giving out medication --- always double check.  
(b) If unsure of any thing check sample medication chart which is available in each house or contact the PIC.  
(c) Use glass plate provided when Dispensing Medication this enables staff to ensure that all prescribed tablets are out of blister pack/container and are in accordance with Sample Medication sheet which is in the front of each residents Daily Medication Chart.  
(d) Social care worker is always to put their initials in the box for each medication administered/ given.  
(e) If an error has been made please contact the PIC immediately and she will decide what action, if any, needs to be taken.  
(f)
- 13 When residents are going home, their blister packs and liquid medication will be given to a family member. The time, date and dosage of medication are clearly outlined on the pack.
- 14 On emergency admission to hospital, an admission to hospital sheet will go with the resident giving all medication details.
- 15 Disposal of Medication - Unused or out of date medications are returned to the PIC with a signed medication return form with date, name of service user, name of medication and strength and the amount of liquid or tablets returned. This form will be signed by the pharmacist when the medication is returned to him/ her for disposal and the form is returned to the PIC.
- 16 Copies of all residents' prescriptions are kept in the 'prescription file' in the residential home and in 'medical services received file' in the day service with the PIC.
17. Each resident was assessed regarding their competencies to self medicate in accordance with the self medication assessment tool and medication is now being administered in line with the self medication tool.

Reviewed: 6<sup>th</sup> Nov 2017

Approved by: Derry McMahon

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