

Prescriptions are:

Ordered by:

Collected by:

Medicines are collected/delivered by:

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**Important information
about your relative or
friend who is having
medicines administered
by Care Workers.**

**Useful Phone
Numbers**

Care Provider Office:

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GP:

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Community Pharmacist:

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Medicines Management Team:

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Important information about your relative/friend

Your relative/friend receives help from care workers who administer their medicines. The following information is important to maintain the wellbeing and safety of your relative/friend with regard to supporting them with medicines. Please take some time to familiarise yourself with the following points:

- ◆ Unless previously agreed with the Care Provider and documented, **family members should not administer medication except in exceptional circumstances** where not to do so would be harmful to your relative/friend. If such a circumstance arises please contact the Care Provider Office to discuss BEFORE administering any medication.
- ◆ In the **exceptional** circumstance that you feel it is necessary to administer medication to your relative/friend, please contact the Care Provider Office **straight away** to inform them and sign the MAR chart with the letter **F**. This will ensure your relative/friend receives the correct amount of medication.
- ◆ A Medication Administration Record (MAR) chart will be provided every month by their Community Pharmacy with their dispensed medicines. This chart will list all prescribed medication and administration instructions.
- ◆ The medicines and MAR chart run over a 4 week cycle. If it is agreed you will be

responsible for reordering your relative/friend's repeat prescriptions, it is best to do so a week before the chart/medicines run out.

- ◆ It is really important to always use the same community pharmacy (as listed on the back of this sheet) whenever practically possible. This will ensure continuity of care and continued provision of an accurate and up to date MAR chart.
- ◆ The medication needs of your relative/friend are being looked after by their care worker. The care worker will document on the MAR chart every time they administer medication to your relative/friend.
- ◆ Care workers can only administer prescribed medication which is listed on a MAR chart, and are not able to administer over the counter medicines.
- ◆ Please inform the Care Provider Office if any new or additional medicines have been delivered/collected to ensure the care worker is able to administer them.
- ◆ Medication will need to be kept in a box/container with a lid. Your relative/friend will need to provide a suitable box. Any box that is of an appropriate size for the amount of medicines and easy to clean, such as a plastic storage container, be suitable. Where relevant, the box must be tall enough to accommodate bottles of liquid medicines in an upright position

- ◆ Sometimes it is necessary for the medicines to be kept in a locked box to ensure the safety of your relative/friend. Where this is the case, they/their family will need to provide one. Any lockable box that is easy to clean and of an appropriate size to store all the medicines will be suitable (see previous also point re liquid medicines). If there is no key-safe to store the key, then a combination lock will be needed. Lock-able cupboards or drawers etc may also be suitable. Other suggestions include:
 - plastic tool boxes with a key or combination padlock
 - lockable briefcases
 - small suitcases
 - computer cases that have a lock or can be padlocked (by joining zip ends etc)
 - small 'safes'

If you have any queries or problems please contact the Care Provider Office in the first instance.