

Domiciliary Care Providers Medication Record Book



Social Services, Health & Housing

The Medication Recording Book must be completed by all Care workers when it has been assessed that the service user requires Levels B assistance.

Name and address of service user:

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.....
.....

Care Provider:

.....

Tel:.....

Community Pharmacist:

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Tel:.....

Service User's Name: _____

DOB: _____

Understanding Levels of Support

Service Users will be assessed as requiring the following levels of assistance to take their medication:

Level A - The Service User requires **no assistance** with medication

Level B - The Service user retains responsibility for their medicines but may need some additional assistance:

Cognitive:

The service user has a small level of cognitive difficulty and requires the Care Worker to **remind** them to take their medicines. (Where possible reminder charts, alarm clocks, family telephone calls should be used). No MAR chart is required. The task of reminding the service user to take their medication will be recorded in the Neath Port Talbot Medication Record Book on each visit.

Dexterity/mobility:

The service user manages his/ her own medicines, asking the Care Worker for help to carry out certain tasks. These tasks must have been consented to and agreed in the Personal Plan of Care, no MAR chart is required.

It is the responsibility of the Service user to direct which package/bottle/topical medication they require assistance with (opened/closed/placed in mouth and stored) and all tasks are completed within sight of the service user. At no time during assistance is the medication not within sight of the service user.

In each of these scenarios, the service user, and **NOT** the Care Worker, retains sole responsibility for their medicine management and administration. The exact assistance given on each visit should be documented in the Neath Port Talbot Medication Record Book.

Level C - The service user **relies on the Care worker to manage his / her medicines.**

The Care worker will be **responsible** for administering medication to the service user using a **Medication Administration Recording (MAR) chart** which will be provided by the Community Pharmacist, along with medicines dispensed in their original packs.

In exceptional circumstances, and only following assessment and recommendation by the Medicines Management Team for Domiciliary Care, it may be necessary for medicines to be administered at level C using a Monitored Dosage System (e.g. dosette box or nomad tray). Items which are not contained in a MDS (such as creams, inhalers, sachets etc) **MUST NOT** be administered at level C without a MAR chart

Service User's Name: _____

DOB: _____

Medication Administration Procedure

Level B support:

Reminding

1. Introduce yourself to the service user
2. Check the Service Delivery Plan for instructions on medication
3. Remind the service user to take their medications and observe that they carry this out.
4. The exact assistance given on each visit should be documented in the Neath Port Talbot Medication Record Book.

Assisting

1. Introduce yourself to the service user
2. Check the Service Delivery Plan for instructions on medication
3. Discuss with the service user their medication requirements.
4. Taking directions from and in the full view of the service user, give assistance to the service user as requested by them.
5. Ensure that the service user is able to remain in control of their own medication.
6. The exact assistance given on each visit should be documented in the Neath Port Talbot Medication Record book.

NB. If at any time you feel that the service user is not aware of the medication they are taking STOP ASSISTANCE AND PHONE YOUR LINE MANAGER FOR ADVICE AND REASSESSMENT.

Level C administration using a dosette box (MDS)

1. Introduce yourself to the service user
2. Ensure the environment is free of distractions e.g. ask the service user to turn the television off if this helps you to concentrate better
3. Check Service Delivery Plan for instructions on medication
4. Choose the appropriate compartment, remove tablets and give to the service user to take. Record medication given from dosette box in the NPT Medication Record Book. Where there are no additional items to the MDS there will be **no** requirement for a MAR chart

Service User's Name: _____

DOB: _____

Care Workers MUST NOT	
Level A	Assist/ remind/be involved in management in any way.
Level B	<ul style="list-style-type: none"> • Assist in any way that is not clearly documented in the Delivery Plan and written consent obtained. • Assist with medications out of sight of the service user • Fill compliance aids on behalf of the service user • Read out instructions etc on packaging for service users • Offer advice or recommendations regarding medication • Take direction from service user's family or friends regarding medications/ordering/collection • Must not administer injections/suppositories/pessaries/enemas • force or coerce the service user to take medication • Crush tablets or open capsules • Undertake any medication task that they do not feel adequately competent to undertake • Must not assist with oxygen where no assessment/care plan has been completed by the MMN or Oxygen Assessment Nurse • Make any adjustment to the dose set when assisting with the administration of oxygen
Care Workers MUST NOT	
Level C	<ul style="list-style-type: none"> • Assist in any way that is not clearly documented in the Delivery Plan and written consent obtained • Fill compliance aids or use compliance aids which have not been dispensed by Community Pharmacist • Must not administer injections/suppositories/pessaries/enemas • Offer advice or recommendations regarding medication • Force or coerce the SU to take medications • Crush tablets or open capsules • Return refused medication to its original container • Undertake any medication task that they do not feel adequately competent to undertake • Leave out medicines for the service user to take later UNLESS it is clearly stated in the Service Delivery Plan as '4 later' • Give any medication that is not recorded on the MAR chart including 'over the counter' • Amend/alter the MAR chart in any way • Must not assist with oxygen where no assessment/care plan has been completed by the MMN or Oxygen Assessment Nurse, or make any adjustment to the dose • Must not assist with Warfarin where no assessment has been completed by the MMN

Service User's Name: _____

DOB: _____

DATE	TIME	LEVEL OF SUPPORT COMPLETED	SIGNATURE

Service User's Name: _____

DOB: _____

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DOB: _____

THE MEDICATION RECORD BOOK

Must be kept with the Service Support Plan

The Medication Record Book will be audited within the Domiciliary Service Provider monitoring process.

When the Medication Record Book is full it must be returned to the Domiciliary Service Provider

Domiciliary Service Provider:

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Address

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Tel no.

.....

This booklet is the property of Neath Port Talbot Social Services, Health & Housing

If found please return to:

**THE DIRECTOR OF
SOCIAL SERVICES, HEALTH & HOUSING
CIVIC CENTRE,
PORT TALBOT
SA13 1PJ**