

## **GENEVA HEALTH INTERNATIONAL ADMINISTRATION AND ASSISTANCE OF MEDICATION**

Geneva Health International's policy for the administering and assistance with medication is in accordance with the UKCC and subsequent NMC guidelines issued prior to and updated April 2002. Geneva Health International is committed to providing all Agency Workers the knowledge and expertise to allow the safe practice of drug administration.

The Temporary Services Manager reviews Geneva Health's administration and assistance of medication annually. This is also reviewed in accordance with any NMC Guideline changes that are subsequently issued. All Agency Workers are advised to read the policy and refer to the latest NMC Guidelines booklet (as issued when the NMC pin is confirmed).

### **Procedure for the administering and assistance with medication**

When administering and assisting with medication all Agency Workers are instructed to fully document all actions in the patient's personal file, in accordance with Trust/Hospital procedure, which remain within the said Trust or Hospital. Agency Workers are also advised that they should not give IV medications or blood products unless they are certified accordingly with the Trust or organisation that they are placed in for that assignment.

#### All qualified Agency Workers are advised to:

- Establish responsibilities for the administration of medications, in accordance with local Trust/Hospital policies, with the nurse in charge.
- Obtain the patients drug chart and re-confirm consent to administer verbally with the patient.
- Obtain required prescribed medication in accordance with drug chart instructions.
- Confirm the prescribing name (generic or brand) dose, timing and frequency, expiry date of the prescription and medication and route of administration.
- If administering a medication that is not known to the practitioner, the above must be confirmed with the local drug publication, e.g. British National Formulary (BNF).
- Prior to administration, reconfirm any allergies and the date of birth, to confirm identity.
- Administer the medication to the patient, giving assistance if required respecting patients autonomy at all times, within the scope of their responsibilities.

#### All unqualified Agency Workers:

- Are not permitted to administer or dispense medications. If a patient requires personal assistance to self-administer medications which have been prescribed by an appropriately qualified health professional this assistance may be given by an unqualified Agency Worker. Please respect and encourage patient autonomy at all times. All agency workers are advised to check policy documented at each workplace and discuss with Geneva Health if unsure of expected practice. Under no circumstances is an unqualified Agency Worker able to administer IVI, IV drugs/additives or IV blood products.

#### Medications (Controlled Drugs)

- Establish the need to administer controlled medications (CD's) by assessment of patient's condition.
- With another Registered Nurse, prepare the medication prescribed in accordance with drug chart instructions.
- Confirm the prescribing name (generic or brand) dose, timing and frequency, expiry date of the prescription and medication and route.
- If administering a medication that is not known to the practitioner, the above must be confirmed with the local drug publication, e.g. British National Formulary (BNF).

#### Intravenous Medications/ Blood products/transfusions

In the situation that a qualified Agency Worker has received previous training in the area of the administration of Intravenous Medications, it is possible to administer such medications under the scope of professional practice, NMC. However, it is Geneva's policy that our Agency Workers do not undertake such tasks until such time that the Trust has assessed the

skills and deems that the Agency Worker has achieved competency in accordance with Trust Policies and Guidelines. Geneva Health would require written documentation from the Trust stating that the Agency Worker is authorised to administer IV medication.

It is not acceptable practice to administer medications that have been prepared by another Registered Nurse, which has not been witnessed. Preparations, doses and rates must be calculated by two Registered Nurses (Administrator and Counter Signatory). Both Registered Nurses must be present during the administration of the prepared medication once the identity of the patient has been confirmed, using the hospital identity band and drug chart.

- With another Registered Nurse, prepare the medication prescribed in accordance with drug chart instructions.
- Confirm the prescribing name (generic or brand) dose, timing and frequency, expiry date of the prescription and medication and route.
- If administering a medication that is not known to the practitioner, the above must be confirmed with the local drug publication, e.g. British National Formulary (BNF).

### Medications in the Home

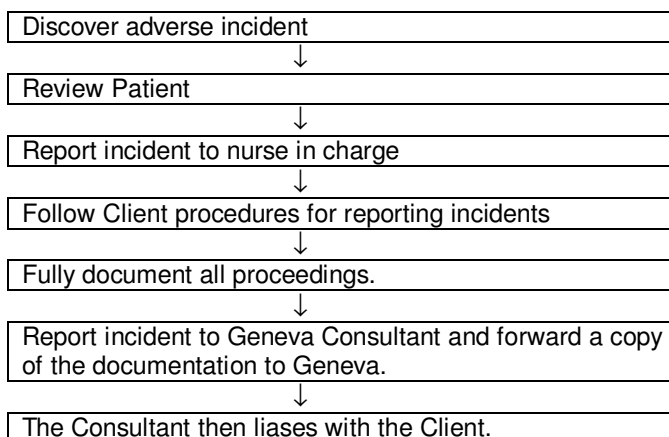
When visiting patients in the home to administer medications all of the above guidelines apply and extra attention is drawn to documentation and procedure. Records should include dosage given, time of medication, and method of administration, and should be recorded on the homecare medication record and if necessary in the care plan or personal file of the service user. In certain emergency circumstances Registered General Nurses may be required to prepare medications outside of these guidelines. This is acceptable practice, only under emergency conditions. Relevant paperwork must be completed following the incident.

### Adverse Incidents

Geneva Health International encourages its Agency Workers to report any adverse incidents to the nurse in charge of the ward/unit. Any incident receives a thorough investigation involving a Geneva Health International Consultant, the Client and the patient concerned (if appropriate). Examples of such adverse incidents are;

- Drug errors.
- Patients refusing medication.
- The condition of the patients condition deteriorating.

All qualified Agency Workers are advised by a Geneva Consultant to follow the procedure as detailed in the flowchart below. Agency Workers will be suspended from that Client until the incident is resolved. If the incident is of a serious nature the Agency Worker will be suspended from all duties until the issue is satisfactorily resolved.



Geneva Health requires all agency workers to be familiar with and compliant with local trust/facility policy prior to administering or assisting in the administration of any medication. Additionally all Agency workers will be compliant:  
1992 code of Professional Conduct

1992 Scope of Practice  
1971 Misuse of Drugs Act  
1968 The Medicines Act and any other relevant legislation/registration requirements.