Appendix 1 Medication Process for Short Break Homes - Flowchart



- •Ensure MAR sheet and Consent form are up to date
- •Medication folder to be taken into Handover check all paperwork present and correct
- •Delegate medication responsibility and deputy, checking times that medicaiton is due to each child.
- •Where reasonably practical, prepare Record of Medication Received and Returned with medication name, strength and dose ready for booking in.



- Check bags for medication and always ask if there is any
- •Staff and escort/parent sign medication handover sheet
- Medication taken to medication room for booking in.
- •MEDICATION TO BE LOCKED AWAY IN THE MEDICATION CUPBOARD UNTIL IT CAN BE BOOKED IN, IF UNABLE TO DO SO STRAIGHT AWAY.
- Medication that requires refrigeration should be placed in the fridge and a note placed on the Record of Medication received and returned to that effect.

Medication

•1 staff to complete this process 2 staff are required for a Controlled Drug.

- Check prepared Received and Returned form with MAR sheet and with Consent form against Medication.
- CHECK: Name/Drug/Dose/Strength/method/Expirydate/No. of tabs/approx. liquid. Date and sign. Record any discrepancy.
- All medications to be placed in container with chld's picture/name and locked in medication cabinet.
- CONTROLLED DRUGS: Where a CD is part of a child's medication programme, ALL medication is to be placed together in the locked inner compartment of the medication cupboard.



Administration

- 1 member of staff to comlete this process 2 staff are required for a Controlled Drug.
- •Check Medication vs MAR vs photograph vs prescription label vs consent form. **Controlled drugs** to be counted at this stage if to be administered.
- Prepare any covert method eg yoghurt.
- Dispense, administer and sign MAR sheet, including time given.
- Any spilled/dropped medication needs to be disposed of and recorded on the disposal sheet and recorded on the Received and Returned record.
- •Important: Medication is **never** to be administered to a child by anyone other than the member of staff who dispensed it.



- •1 staff to complete this process 2 staff are required for a Controlled Drug
- •check remaining medication tallies with received and returned record.
- Complete record, date and sign. Remember to to record discharge for Controlled drug in the book.
- •Staff and parent/escort to sign handover sheet when medication is handed over on discharge.