

## Medication when the Resident is Away from the Home

Guidance on care home staff's approach to occasions when a resident spends time away from the home and needs to continue taking prescribed medication that would otherwise be administered by the staff. It is not intended to cover times when the person has been admitted to hospital.

### Considerations

To avoid medicines having to leave the care home, staff should first consider:

- Asking the person's GP if any of the medicines can be stopped, if they are no longer needed, or considered to have no benefit. If the medicines are to continue, then if possible, prescribe at times when the person will be at the care home.
- The home staff must **not** secondary dispense the person's medications into another container, as the medicines are labelled in accordance with the Medicine's Act 1968 (i.e. not to re-package a medicine that has already been dispensed by a pharmacy).
- Home staff should ask the supplying pharmacist for help and advice in dealing with the specific circumstances. These may include:
  - Changing the timing of certain medications, including alteration of the Medication Administration Record sheet(s).
  - If taking medicines out of the home is unavoidable, having a separate container of medicines specific to the time of day that the person takes leave e.g. lunch-time .
  - Having a separate supply of medicines for the full period of a longer time away (not MDS).

**If the person regularly spends time away from the care home, they can take their complete medicine supply with them. The medicines are the person's property, not the care home's.**

### Procedures

Where residents are responsible for their own medication in the home, it can be expected that they will continue to be responsible for their medication when away from the home, subject to an assessment of any risks to the safety of them and their medication while away.

Where staff are responsible for the administration of medication within the home, it can be expected that the responsibility for continuing to give the prescribed medication away from the home will be assumed by a designated carer, such as a relative or friend.

The designated carer will have an agreement with the staff that they will be responsible for the resident taking their prescribed medication safely and in line with the prescription and care plan.

The home staff will always make sure that the designated carer:

- Receives the correct medication as originally prescribed and dispensed.
- Knows what the medicine is intended to do.
- Knows whether there are any special precautions, e.g. to give the medicine with food.
- Will be able to confirm by recording that the medication has been taken as prescribed.
- Will report difficulties in following the prescription plan so that implications can be checked.
- Will take action to remedy difficulties and knows how to obtain help and advice if necessary.
- Will keep the medicines in a safe place and in line with storage instructions.
- Will not administer any additional medication without seeking professional advice.
- Will not administer any medication covertly.
- Will return any remaining medication and the completed record sheet to the care home to be signed back in by staff. The record sheet is then kept with the MARs and archived together.

The home asks the designated carer to sign to confirm that she/he:

- Accepts the responsibility for the safe storage and administration of the person's medication.
- Can meet the conditions that are described above.
- Will report on the person's return that the medication has been administered safely as prescribed and any difficulties that have arisen.
- During the period of absence, staff responsible for the administration of medication must ensure the resident's MARs are annotated with the code for social leave and a record made in the daily notes.

References:

NICE Guidance 'managing medicines in care homes' SC1.

CQC Administering Medicines when away from the usual care setting

<https://www.cqc.org.uk/guidance-providers/adult-social-care/administering-medicines-when-away-from-usual-care-setting>  
accessed 30/3/22

## Medication when the Resident is Away from the Home Procedure

### Care Home Staff and Designated Carer Agreement Form

Care Home: .....

Resident's name: .....

| Name of medicine | Form<br>(e.g. tablet) | Strength<br>(e.g. 1mg) | Directions<br>(e.g. 1 daily) | Quantity | Date(s) due | Time(s) due | Taken<br>(Yes/No) | Returned<br>quantity |
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**The above medicines have been accepted by me and I will give the named person the medicines as prescribed and listed above (copied from the box/MARs).**

Name: ..... Signed: ..... Date: .....