

Self-administration of Controlled Drugs in Care Homes

Principle:

Whenever possible, adults should take responsibility for their own medicine, including controlled drugs (CDs).

Process:

For self-administration of any drug, including CDs, care staff should assess if the client:

- Wants to take responsibility for looking after and taking their medicines.
- Knows the medicines they take, what they are for, how and when to take them and what is likely to happen if they omit taking them.
- Understands how important it is not to leave medicines where someone else may unintentionally take them and be harmed as a result.

This should be reviewed regularly in accordance with the care home policy.

The care home must provide secure storage in the client's room for the individual's own use, for example a lock fitted to a drawer. If the room is shared, there must be separate storage facilities for each person.

Record Keeping:

There is no requirement to make a record in the Controlled Drugs Register (CDR) when the client is wholly independent; they are responsible for requesting prescriptions, collecting the CDs personally from the pharmacy and self-administers.

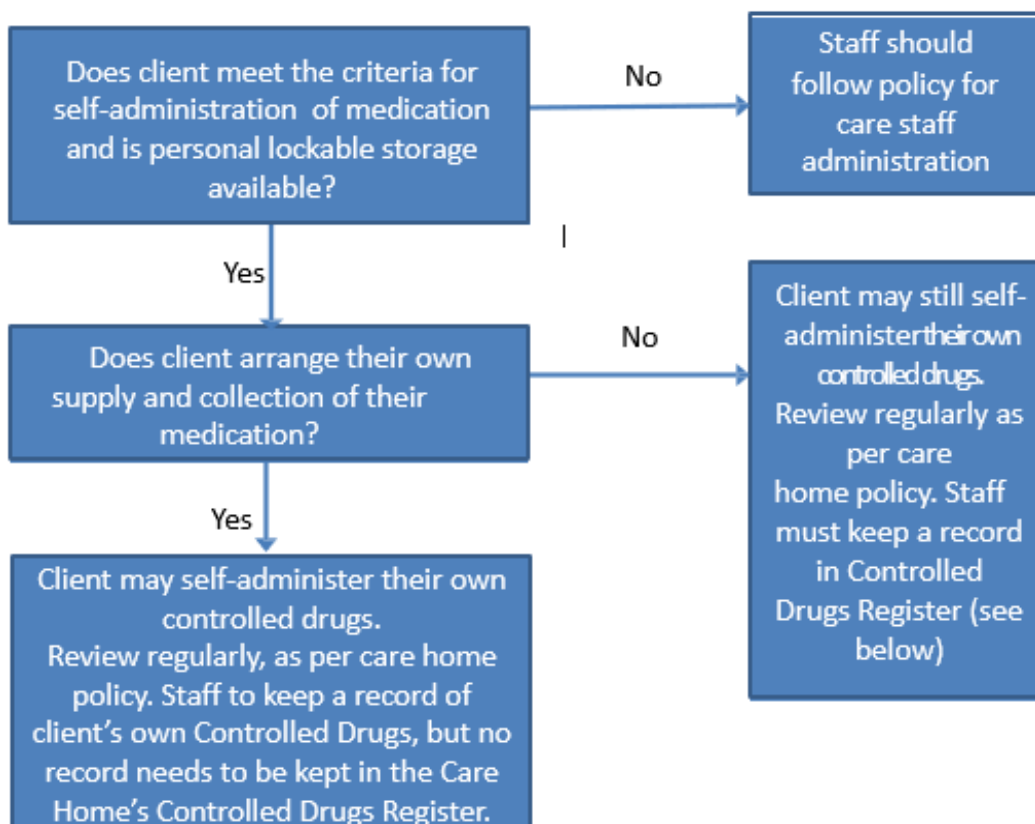
A record in the CDR must be kept of the supply of medicines to the client when the care home staff are responsible for the ordering and collection. The following records must be made:

- Receipt from the pharmacy
- Supply to the patient
- Any subsequent disposal of unwanted CDs

The CDR must contain separate pages for each client's medicines and must have a column for recording running balances, to maintain control and identify any discrepancies.

Where clients are self-administering, each individual dose taken does not need to be recorded.

Guidelines for self-administration of Controlled Drugs



The Controlled Drugs Register must include:

- A separate page for each resident self-administering
- Receipt from the pharmacy
- Supply to the person
- A column to record running balances
- Any subsequent disposal of unwanted Controlled Drugs
- Each individual dose taken does not need to be recorded when self-administering

Date	Received	Supplied	quantity	Balance
01/01/2014	Smiths Pharmacy		60	60
01/01/2014		Mrs Jones	60	0
15/01/2014	Mrs Jones deceased		30	30