Policy for Self-Administration of Medicines by Patients within Community Hospitals

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Date ratified: 30th June 2015
Name of originator/author: Petra Clarke
Name of responsible committee/individual: Medicines Management Committee
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Review date: September 2017
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Distributed via: Website
## Version Control Sheet

<table>
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<tr>
<th>Version</th>
<th>Section/Para /Appendix</th>
<th>Version/Description of Amendments</th>
<th>Date</th>
<th>Author/Amended by</th>
</tr>
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<td>1</td>
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<td>New Policy</td>
<td>March 2013</td>
<td>Petra Clarke</td>
</tr>
<tr>
<td>2</td>
<td>Throughout Section 8, 9, 10, 11</td>
<td>Update policy template Update references. Update processes Extension agreed</td>
<td>May 2015</td>
<td>Lorna Adlington</td>
</tr>
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<td>2.1</td>
<td></td>
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<td>June 2017</td>
<td>Andrew Camm</td>
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Lincolnshire Community Health Services NHS Trust  
Policy for Self-Administration of Medicines by Patients within  
Community Hospitals  

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Appendices:
- Appendix A – Assessment for Self Medication flow chart
- Appendix B – Hodkinson’s abbreviated mental test
- Appendix C – Patient assessment form for SAM’s
- Appendix D – Patient information leaflet SAM’s
- Appendix E – Self Administration Consent form
- Appendix F – Medication Record
- Appendix G – Self administration evaluation form
- Appendix H – Self-medication scheme audit
- Appendix I – Equality analysis
- Appendix J – NHSLA monitoring template

Chair: Elaine Baylis OPM  
Chief Executive: Andrew Morgan
Lincolnshire Community Health Services NHS Trust

Policy for Self-Administration of Medicines by Patients within Community Hospitals

Policy Statement

**Background**
The purpose of this policy is to set out a generic framework for a co-ordinated approach in the utilisation of the Self Administration of Medicines (SAM’s) within the Community Hospitals across LCHS NHS Trust.

**Statement**
This policy incorporates legislative requirements and good practice.

**Responsibilities**
Implementation and compliance with the policy will be the responsibility of all relevant staff.

**Training**
Heads of Service within individual business units are responsible for arranging the provision of appropriate training to ensure relevant skills, knowledge and competencies are maintained.

**Dissemination**
LCHSt Website
Service Leads

**Resource implication**
This policy has been developed in line with guidelines and legislation to enable the appropriate development and use of SAM’s within LCHSt and to put in place control mechanisms to ensure governance. There are no additional resource requirements.
1. Introduction
1.1 Self-administration schemes have been shown to improve patients’ concordance with, and knowledge of, medication. They aim to preserve independence and prepare patients for their return into the community.

1.2 “Pharmacy in the Future” (DOH, Sept 2000) and “Modernising Medicines Management” (NPC, April 2002), encourage organisations to develop schemes, which support self-care, promote patient care through empowerment and increase patient understanding of their condition. This scheme meets all of these aspirations.

2. Policy Aim
2.1 This policy has been produced to ensure a standardised, efficient and safe self-administration scheme is in operation within community hospitals managed by LCHS NHS trust.

3. Scope
3.1 The policy is for use by clinical staff employed by the Trust and contracted clinical staff working on the wards in the community hospitals.

4. Definitions
4.1 Self-administration of medicines occurs when an inpatient of a Community Hospital retains and administers their own medication. These may be the Patient’s own drugs (PODs) or those prescribed within the hospital setting.

4.2 The three levels of administration can be defined as:
Level 1 (NOT ABLE) – Not appropriate for self-administration
Level 2 (SUPERVISED) – Able to attempt self-administration under supervision of nursing staff
Level 3 (ABLE) – Able to self administer with no supervision

5. Principles
5.1 The policy and procedures for self-administration of medicines by patients in Community hospitals will be used in conjunction with LCHS NHS Trusts Safe & Secure Handling of Medicines Policy and the Nursing and Midwifery Council (NMC) Standards for Medicines Management (2010).

5.2 All inpatients within Community Hospitals, where lockable bedside cupboards are available, will be assessed to decide their ability to self-administer their own medication. This assessment will take place as outlined within the procedure detailed later in this document.

5.3 Most current medications including both regular and ‘as required’ items are suitable for the scheme. However there are exceptions, see further details below, including warfarin and drugs which are not taken daily for example bisphosphonates. These more complicated regimes must be considered when the patient assessment is undertaken and decisions taken accordingly.

5.4 Where clinically necessary, registered nurses assessed as competent, may administer single doses of additional items according to the organisations approved Patient Group Directions or Non Medical Prescribing policy.
5.5 The nurse who conducts the drug round will be responsible for all patients who are self-administering their own medication. Patients will store their medicine in a locked bedside cupboard and will be responsible for the safe keeping of the key. However there are certain medications which are not suitable to be stored in this way, for example fridge items. These exceptions are detailed in section 6.

6. Drugs that may not be stored in patient medication lockers

6.1 Fridge Items: These must be stored in the treatment room fridge. Insulin in current use may be safely stored in lockers but additional stock should be stored in the treatment room fridge clearly labelled for the individual patient. Patients at Level 3 (ABLE) of the scheme may request the items from the nurse on duty when required.

6.2 Controlled Drugs: Controlled Drugs must be stored in the ward controlled drugs cabinet. Patients at level 3 (ABLE) or 2 (SUPERVISED) of the scheme may request items from the nurse on duty when required, but the nurse must follow the standard procedure for administering controlled drugs and complete the CD register appropriately.

7. Medication Administration Errors

7.1 If a medication administration error occurs when the patient is Level 1 (NOT ABLE), i.e. a registered nurse has administered the medication, the procedure in the Medicines Policy should be adhered to and a report made as per the Incident Reporting Policy.

7.2 If an error occurs when the patient is self-administering at Level 3 (ABLE) or Level 2 (SUPERVISED) then the following action should be taken:

- The incident should be reported to the nurse in charge who will assess the situation and take appropriate action.
- The prescriber or prescriber on duty should be informed.
- Complete appropriate documentation, alert other members of staff.
- The patient should be re-assessed for suitability for self-administration and additional support obtained from the appropriate health professional.
- An incident form should be completed, as is consistent with the Incident Reporting Policy.
- The incident should be recorded in the patients’ medical record.
- The Policy for Management of Errors should be consulted.

8. Evaluation & Audit

8.1 Self-administration of medicines should be evaluated following each individual patient’s participation within the scheme.

8.2 Evaluated should be based on the following indicators:

- Was the patient self administering prior to discharge
- Could increasing independence be noted due to the patient participation within this scheme. For example progressing from level 2 (SUPERVISED) to level 3 (ABLE).
- Number of interventions made by the nurses to address concordance issues.
- Type of interventions made by the nurses to address concordance issues.
- A log should be maintained for each patient to detail interventions.
- Evaluation of patient and carer satisfaction of the service by questionnaire.
9. Procedure for Self-Administration of Medication

9.1 A flow chart (Appendix A) gives an over-view of the self-administration procedure.

9.2 On admission: patient assessment

9.2.1 The patient should be assessed for suitability for self administration of medicines within 2-7 days of admission. This should be done as soon as possible but it is recognised that this may take longer for some patients who may be confused e.g. due to a urinary tract infection.

9.2.2 It should be acknowledged that for some patients it is unrealistic to expect that they will gain any ability to self-administer medicines or have insight into the medicines prescribed.

9.2.3 A registered nurse or a practitioner must conduct the assessment.

9.2.4 In the acute hospital setting, medication regimes may be expected to change frequently. In acutely ill patients, it may be more appropriate to wait until medication has become settled in order to prevent confusion or anxiety resulting from frequently changing treatment and the access to repackaging and relabeling of medication that may result.

9.2.5 The patient must be fully informed about the scheme prior to consenting and a leaflet given to support verbal information (Appendix D).

9.2.6 The assessment form at Appendix B must be used and completed accurately to determine the self-medication level. If mild cognitive impairment or confusion is identified, complete the Hodkinson’s Abbreviated Mental Test at Appendix C.

9.2.7 All patients will be assigned to a level of self-administration according to their assessment score:

- **Level 1 (NOT ABLE)** – Not appropriate for self-administration
- **Level 2 (SUPERVISED)** – Able to attempt self-administration under the supervision of nursing staff
- **Level 3 (ABLE)** – Able to self administer with no supervision

9.2.8 The patient must sign the consent form to indicate their agreement to participate in the scheme (Appendix E). Without this consent it should be assumed that the patient is a Level 1.

9.2.9 When the patient has been assessed as appropriate for self-administration, this can commence and must be documented in the patients’ medical records. A sticker should be attached to the inpatient prescription chart. If the prescription chart has a grid on the front of it to denote level 1, 2, or 3 this can be used but any alterations to change of status must be dated, legible and clear.

9.2.10 If a patient is initially assessed to be Level 1 or 2 (NOT ABLE or SUPERVISED), were appropriate action should be taken to support the patient to
develop independence with self-administration Level 3 (ABLE). There are a number of strategies that can be implemented to develop / encourage independence:

- Modification of labels or packaging to improve suitability via the Community or hospital pharmacy
- Education of the patient to improve knowledge
- Use of supervised administration sessions to improve understanding of doses and frequencies
- Provision of support sessions to improve self administration ability
- Involvement of the multidisciplinary team to promote independence

9.2.11 Patients should be assessed on a regular basis to review their ability to self-administer. This should be documented on the appropriate form (Appendix G). Section 15 provides guidance on the frequency of re-assessment. Any changes or problems must be documented in the medical record.

9.2.12 NB: Only patients successfully assessed at Level 3 (ABLE) should have access to a locker key with instructions regarding safe-keeping of that key

10. Patient Information
10.1 Patients must be provided with an information leaflet, (Appendix D) which will reinforce the details above and enable the patient to make the decision whether or not to self-administer.

10.2 The patient should also be provided with a full explanation of how the scheme will work, including details of:

- the supply of drugs they will be using, either PODs or a fully labelled supply from the pharmacy
- where to store their self administration drugs (and where not to store them)
- what to do if they miss a dose, forget how or what to take or run out of supplies
- who to contact if they want to stop self administering
- the use of medication records cards and their benefits
- what will happen when the patient is discharged
- using the tablets for their own treatment only and not allowing other patients or visitors to use them
- how to access any items that may be kept by the ward staff – for example fridge items.

10.3 If appropriate, the patients should be given simple explanations of their treatment. The prescriber, nursing and pharmacy staff would be expected to actively offer information and advice to support concordance and compliance.

10.4 A medication record card should be produced for all patients. (Appendix F). This should be checked and signed by any two registered nurses, pharmacist, pharmacy technician or a doctor.

10.5 If the medication card contains alterations, or there is any ambiguity regarding how the medication should be taken, a new card should be produced. Similarly, if changes are made to the patient’s treatment, a new medication card should be produced for the patient.
10.6 Use the following guidelines for completing medication record sheets:

- Use simple, non-medical terms that patients will understand.
- Use time descriptions where appropriate rather than specific times, e.g., breakfast not 8.00am (NB: there are some drugs that do need to be given at specific times, e.g. Parkinson’s medication, analgesics. Some drugs also need to be given only once a week e.g. bisphosphonates).
- Use phrases that are familiar to that specific patient.
- Complete the dose detail very precisely stating the number of tablets/capsules and the strength rather than using a tick or writing the whole dose. (See the example below):

<table>
<thead>
<tr>
<th>Medicine</th>
<th>What For</th>
<th>Time to take your medication</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aspirin 75mg</td>
<td>Heart – reduces stickiness of blood</td>
<td>Breakfast, Lunch, Dinner, Bedtime</td>
<td>Disperse in water and take after food</td>
</tr>
<tr>
<td>tablets</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Supply of Drugs
11.1 Patients who are ‘self-administering’ will administer all of their regular medications. The ‘as required’ medication will be labelled with the frequency and, where necessary the maximum dose to be taken in twenty four hours. The patients understanding of the labelled instructions must be confirmed before being allowed to self administer the ‘as required’ medications. At each drug round the nurse must check and record if any ‘as required’ medications have been taken in the previous period. The dose and time must be recorded.

11.2 If the patient ‘usually’ self-administers using a multidose aid, this can be continued. Any changes in medication however will require the aid to be re-dispensed by a pharmacy.

11.3 If the patient has a sufficient and satisfactory supply of their own drugs (PODs) (having been assessed) they will self-administer with these PODs.

11.4 Patients who do not have their own drugs but are able to self-medicate will require a new, fully labelled supply to be obtained. These will require ordering through the usual ward process.

11.5 Ward stocks or named patient supplies without instructions should never be given to a patient for self-administration. If it is not possible to obtain a labelled supply before a dose is due, a nurse may administer ward stock or supplies to the patient from the ward stock supply in the normal way however, the nurse must sign for the administration of this medication.

12. Drug or dose changes
12.1 The nursing staff must be alert to any treatment alterations for those patients who are self-administering. This includes changes to dose, frequency and the
prescribing of new drugs. It is essential that prescription charts are reviewed daily by nursing staff, and after the patient has been reviewed by the prescriber, a visiting healthcare professional or following a ward round. Any alterations to medication must be reported to the pharmacy department, in the usual way, to ensure a correctly labelled or relabelled pack is provided. Packs bearing the incorrect instructions must be removed from the patient’s medicine locker, and doses administered from stock (by the ward staff) until a replacement or relabelled pack is obtained.

12.2 Dosage instructions should not be altered on labels by ward staff – complete new labelled medicines should be obtained from the pharmacy department. In some cases this may result in nurse administration of medicines until new supplies are obtained. The nurse will sign the prescription chart in such circumstances.

12.3 If the treatment regime is altered in any way, staff must ensure that this is communicated to the patient and they must clarify that the patient understands the changes.

13. **Storage of Medicines**
13.1 All patients’ drugs will be stored in the individual lockable devices or locked bedside cabinets, unless they are fridge items or controlled drugs.

13.2 If a patient is using any injections, the nurse should discuss the safe disposal of the sharps with the patient to ensure good practice. All medical sharps should be stored safely in the patient’s locker and disposed of in the appropriate designated sharps bin.

13.3 Only patients deemed ‘ABLE’ (level 3) should have the key to their medication locker in their possession.

13.4 Only nursing staff will have access to the master key to the individual lockers.

13.5 All individual keys to the lockers on the wards are unique – no two keys match. If individual keys are lost / mislaid the following action should be taken:-
   1) Duplicate keys should available from the Ward Manager
   2) A maintenance request should be implemented to replace the existing lock
   3) An IR1 should be completed in line with the Incident reporting policy.

14. **Documentation**
14.1 The patient’s assessment form must be filed in the multi-disciplinary nursing notes.

14.2 All treatment charts must have the appropriate self-administration label attached or level ticked. If the patient stops self-administration then the designation should be amended to show the correct level. It is essential that the level designation is transferred to any new charts started during the patients stay.

14.3 The treatment card should be completed by the prescriber in the normal way.

14.4 Treatment charts should remain at the end of the bed for all patients, regardless of their SAM level, in order that nursing and pharmacy staff can review for changes, and also to enable nursing staff to prompt patients where necessary and determine their use of PRN doses.
14.5 For level 3 (ABLE) and level 2 (SUPERVISED) patients, nurses, when satisfied that the patients have taken the prescribed dose (see 5.7 below), should annotate the prescription chart with the appropriate code (7 or 8 as defined on the bottom of the prescription chart) in the appropriate box. This is done by asking the patient if level 1 (ABLE) or through observation of the patient, level 2 (SUPERVISED). Boxes should never be numbered if the nurse doubts that the patient has taken the medicines as prescribed. This is particularly the case with topical preparations such as eye drops and inhalers, where nursing staff must be sure that the product is available and has been self-administered by the patient.

14.6 If any doses are administered to self-administration patients by nursing staff, the treatment chart must be signed by that nurse in the normal way.

14.7 For all patients, the current level of self-administration should be indicated on the front of the prescription chart. If the level changes the chart must be amended.

15. Monitoring
15.1 When the patient begins self-administration, checks should be made to ensure they are taking their medication appropriately. This should be done by asking the patient whether they have taken their medication. If there is any doubt the nurse should seek the patient’s permission to count their tablets.

15.2 At every medicine round, the nurse responsible should ask those patients who are self-administering if they have taken their medication, and ensure the prescription is annotated to indicate this.

15.3 The patient should be reviewed every day to ensure that they remain confident and competent in self-administration, and to address any concerns that they, or nursing staff may have.

15.4 If the patient does not appear to be taking the medicines as prescribed this should be discussed with the patient and if necessary the patient should not self administer. Further assessment should be undertaken and following a period of supervision and education a decision regarding the intention of resuming independence at level 3 should be made.

16. Discharge
16.1 Discharge planning and preparation including medication should proceed as for all other patients.

16.2 Specific checks should be made to ensure that:
- the medication in the TTO corresponds with the medication record card
- a copy should be made of the Medication Record Card. The original should be given to the patient and the copy should be scanned into SystmOne.
- the quantity of medication prescribed should be for a minimum of 14 days
- the patient (and relatives/carers) has obtained and understands the medication record card
- if the patient is level 1 or 2 (not self-administering) then appropriate measures have been taken to ensure the patient can manage their medicines when they get home.

17. Dissemination of Policy
17.1 The dissemination of this policy will be via the LCHS website. Additional copies will be sent to the planned care Matrons for each Community Hospital. A form confirming receipt of new paper policy documents must be signed and returned by a nominated person from the work area.

18. References

- LCHS (2014) “Incident Reporting Policy and Procedure”.
- LCHS (2014) Non-Medical Prescribing Policy
- NMC (2006) Standards of proficiency for nurse and midwife prescribers London NMC
- NPC Modernising Medicines Management (2002) available at NPC.
- Pharmacy in the Future (2000) available at dh.gov.uk
### Assessment for self medication

1. Give patient an information sheet
   - Does patient wish to participate?
     - Yes: Nurse to administer medicines in the usual way
     - No: Assess patient using form provided
       - Is the patient able to self medicate?
         - No: Patient signs consent
         - Yes: Attach sticker for medication level on paperwork
2. Does the patient wish to participate?
   - Yes: Assessment for use of own drugs
   - No: Assess patient using form provided
     - Is the patient able to self medicate?
       - No: Patient signs consent
       - Yes: Attach sticker for medication level on paperwork

### Assessment for use of own drugs

1. Did the patient bring in their own medication?
   - Yes: Assess medication against the PODS criteria
   - No: Order medication from community pharmacy
2. Order medication from community pharmacy
   - Medication suitable for use?
     - No: Order new supply from community pharmacy
     - Yes: Counsel patients about their medication and fill in information card
       - Ensure all drugs stored in the locker
         - Maintain record of patient progress while self-medicating

### ON DISCHARGE

- TTO to be checked by 2 nurses, GP or pharmacist
- Give patient information card
- Retrieve locker key from patient

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Chair: Elaine Baylis QPM
Chief Executive: Andrew Morgan

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# Hodkinson’s Abbreviated Mental Test (AMT)

Scores 8 – 10 Normal  
4-7 Moderate impairment  
0-3 Severe impairment

<table>
<thead>
<tr>
<th>Patient Name</th>
<th>NHS Number:</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Date of Birth</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Test Undertaken</th>
<th>Date 1</th>
<th>Date 2</th>
<th>Date 3</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Age (Score for exact age only)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date of birth (Score for correct date and month)</th>
</tr>
</thead>
</table>

| Recall of three point address (such as 42 West Street  
Score if registered correctly near beginning of test and  
on recall at end of test) | N/A | N/A | N/A |
|-------------------------------|-----|-----|-----|

<table>
<thead>
<tr>
<th>Year (Score for current year only)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time of day (Score if correct to the nearest hour)</th>
</tr>
</thead>
</table>

| Place Score if exact address or name of hospital given  
("in hospital" is insufficient) |
|-----------------------------------|

<table>
<thead>
<tr>
<th>Monarch (Score for current monarch only)</th>
</tr>
</thead>
</table>

| Year of first world war (Score for year of start or finish  
(both not necessary)) |
|------------------------|

<table>
<thead>
<tr>
<th>Counting backwards from 20 to 1 (Score if no mistakes or subject corrects himself or herself spontaneously)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Recognition of two people (Score if roles of two people correctly recognised--for example, doctor and nurse)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Prompt (Return to question 3)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>TOTAL SCORE (Each correct answer = 1 mark)</th>
</tr>
</thead>
</table>
# PATIENT ASSESSMENT FORM FOR SELF-ADMINISTRATION OF MEDICINES

**PATIENT NAME:**

**DATE OF BIRTH:**

**NHS Number:**

<table>
<thead>
<tr>
<th>Medication prior to admission</th>
<th>Memory for medication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Took medication independently</td>
<td>0 Remembers every time to take medication</td>
</tr>
<tr>
<td>Required help with medication</td>
<td>1 Forgets occasionally to take medication</td>
</tr>
<tr>
<td>Dependant on others</td>
<td>2 Requires frequent prompts to take medication</td>
</tr>
<tr>
<td></td>
<td>3 Appears to be disorientated to time and place</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Manual Dexterity</th>
<th>Visual Acuity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opens bottles and packs without difficulty</td>
<td>0 Can read bottles and pack labels clearly</td>
</tr>
<tr>
<td>Sometimes finds bottles and packs difficult to open</td>
<td>1 Has some difficulty reading bottle and pack labels</td>
</tr>
<tr>
<td>Requires help with opening bottles and packs</td>
<td>2 Has great difficulty reading bottle and pack labels</td>
</tr>
<tr>
<td>Cannot manage any bottle or packs</td>
<td>3 Can not read even large print clearly and can’t manage any identification system</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Knowledge and purpose of medication</th>
<th>Knowledge of dosage and special instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can state the purpose of each medicine</td>
<td>0 Can state the dose and special instructions for each medicine</td>
</tr>
<tr>
<td>Can state the purpose of some medicines</td>
<td>1 Can state the dose and special instructions for some medicines</td>
</tr>
<tr>
<td>Has little awareness of any of the medicines</td>
<td>2 Has little awareness of dose or special instruction for some medicines</td>
</tr>
<tr>
<td>Is totally unaware of the need for any medicine</td>
<td>3 Is unaware of the dose and special instructions for any medicine</td>
</tr>
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<table>
<thead>
<tr>
<th>Knowledge of side-effects of medication</th>
<th>Mental State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can state main side-effects of their medication</td>
<td>0 Scores 8 or above on the Abbreviated Mental Test</td>
</tr>
<tr>
<td>Has little awareness of any of the medicines side-effects</td>
<td>1 Scores 7 on the Abbreviated Mental Test</td>
</tr>
<tr>
<td>Totally unaware of any side-effects</td>
<td>3 Scores less than 7 on the Abbreviated Mental Test</td>
</tr>
<tr>
<td></td>
<td>8 History of Drug Abuse or Known Suicide Risk</td>
</tr>
</tbody>
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## SELF-MEDICATION CAPABILITY SCORE

**LEVEL 3 (ABLE):** Able to administer medicines with NO SUPERVISION = 0

**LEVEL 2 (SUPERVISED):** Can administer medicines under supervision = 1-7

**LEVEL 1 (NOT ABLE):** All administration undertaken by a nurse = 8+

This scoring is to be used as a guide. If the team consider that the patient is able or not able to self-administer then this should be documented

<table>
<thead>
<tr>
<th>Review date</th>
<th>Score/Level</th>
<th>Reviewed by</th>
<th>Next Review</th>
</tr>
</thead>
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Chair: Elaine Baylis QPM

Chief Executive: Andrew Morgan
Self Administration of Medicines - Introduction
Self-administration of medicines scheme is used by community hospitals within Lincolnshire Community Health Services to let you continue taking your medicines by yourself but with the chance to get extra help or information when you need it. The nurses will use the system to tell you more about your medicines and how to take them. Self administering will help increase how much you know about your medicines. It should also help you cope more easily with your medicines when you go home.

Before you start to self-administer
Your nurse will talk to you about the scheme and what the benefits could be to you. You may choose whether or not you want to self-administer your medicines. The scheme is not compulsory and you need not feel that you have to take part in it, even if asked. You can stop at any time if you feel unhappy about self-administration. Your nurse will ask you to sign a form to say that you understand the system and want to self-administer.

What your nurse will explain to you
Your nurse will tell you exactly how the scheme works and what you have to do. The nurse will talk to you about how and when to take your medicines and they will give you a card which lists all your medicines and shows the times to take them. If you have your own medicines you may use these while you are on the ward. If you do not have your own medicines the pharmacy will supply all the medicines you need and they will have full instructions on the label. If you think you are running low on any of your medicines, ask the nurse, pharmacist or pharmacy technician to check and obtain a further supply for you.

If you have any problems
Please talk to your nurse if:
- you forget to take a dose
- you are at all unsure about how or when to take any of your medicines
- any of your medicines run out or will run out in a few days time
- you do not want to carry on self-administering your medicines
- you have any questions about your medicines
You can also ask your nurse or your own GP general questions about how your medicines work.

What happens when it is time to go home?
We will always try to send you home with the medicines that you brought in from home. We cannot do this if:
- your treatment has changed
- you do not have enough left to go home with.
In these cases we will give you a new supply of the medicine. If any new medicines have been started a supply of these will be given to you.

Important Points
• Call a nurse at once if any visitors or patients try to take your medicines.
• Always keep your medicines locked in your special medicine box and keep the key out of sight.
• Return the key to the box to your nurse before you go home and if you should forget please post it back to the ward / hospital.
• Never share your medicines with anyone else when in hospital or at home.
SELF-ADMINISTRATION OF MEDICATION CONSENT FORM

I, ..............................................................................................................................

agree to being involved in Lincolnshire Community Health Services self-medication system. I have received a clear explanation, both verbal and written, from the Nurse.

I agree that I feel confident to administer my own medication

unsupervised [ ]

supervised [ ]

and I am willing to be responsible for my own actions. I will ask if I have any queries or doubts.

Following discussions, a joint agreement will be made regarding the frequency of the nurse checking that I am taking my medication.

I agree to keep the medication in the locked cabinet in my locker and will not leave the key unsupervised.

Signature of patient: ............................................. .....Date: ...............................

I have assessed ........................................................................................................ and believe that he/she is ready to proceed to the self-medication system. A supporting information leaflet and a medication chart has been provided.

Signature of assessing nurse: ................................. Date: .............................

Name of assessing nurse............................................................................................

APPENDIX E
### MEDICATION RECORD

<table>
<thead>
<tr>
<th>Name, strength and form of medication</th>
<th>Reason for taking</th>
<th>Time to take your medication</th>
<th>Special Instructions</th>
<th>Initials</th>
<th>Date Stopped</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Breakfast</td>
<td>Lunch</td>
<td>Dinner</td>
<td>Bedtime</td>
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</table>

You may like to use the table above to keep a record of your medication. Your doctor or nurse can help you keep it up to date. You can also show this to any other healthcare worker that needs to know what medication you are on e.g. pharmacists when buying medication over the counter.
Always keep Medication out of Reach of Children

Check the expiry date of your medication regularly. If you are unsure of the expiry date, as a general rule, loose tablets in a bottle should be discarded one year after opening.

Always check with your pharmacist, doctor or GP that any tablets you buy over the counter are safe to take with your prescribed medication.

Never share medication with relatives or friends.

Never over-order medication. Once dispensed it cannot be returned to the pharmacy for re-use. It will have to be thrown away.

**PHONE NUMBER OF LOCAL PHARMACIST**

**MEDICATION RECORD**

PATIENT NAME

ADDRESS

NAME OF GP

SURGERY ADDRESS

Appointments Phone no

Emergency Phone No

ALLERGIES:
Patient Name………………………………………………………………………………………………

<table>
<thead>
<tr>
<th>Date</th>
<th>Level 1 NOT ABLE</th>
<th>Level 2 Supervised</th>
<th>Level 3 ABLE</th>
<th>Signature Of RGN</th>
<th>Comments (Changes in medication Dosette box etc.)</th>
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</table>

Level 1 (NOT ABLE) – Nursing staff to administer prescribed medicine
Level 2 (SUPERVISED) – Supervision needed
Level 3 (ABLE) – Self medicating safely
**Self Medication Scheme Audit**

To be completed for all patients admitted to ………………………………………………..
Hospital between ………………………………………and………………………………………………..

Please tick/circle the appropriate response and give further details as requested.

1. **Was the patient considered for self-med scheme?**  
   YES/NO  
   If YES go to question 3  
   If NO please answer question 2 only  

2. **Reason patient not considered for self medication scheme**  
   - Palliative Care  
   - Not on any medicines  
   - Cognitive difficulty / memory  
   - Not medically fit  
   - Patient from nursing home  
   - Known patient – does not look after own meds at home  
   - Lack of time  
   - Other – please state  

3. **Was patient formally assessed?**  
   YES/NO  
   If NO answer question 4 only; If YES go to question 5  

4. **Reasons for not formally assessing**  
   - Patient declined  
   - No time  
   - Deterioration in condition  
   - Other  

5. **Following assessment did patient commence self-administration?**  
   YES/NO  
   If NO answer questions 6 and 7; If YES go to question 8  

6. **Reasons for exclusion**  
   - Patient declined  
   - Score of 8 or over on assessment form  
   - Labelled medicines not available  
   - Other  

7. **Was a medication record chart provided?**  
   YES/NO  

Please complete remaining questions for all those patients who were commenced on the self-medication scheme.

8. **Level of inclusion**  
   ABLE  
   SUPERVISED
9. How soon after admission did the assessments take place?  
Please note any specific reason for delay in assessment e.g. not medically fit at time of admission

<table>
<thead>
<tr>
<th>Time from admission to assessment</th>
<th>Please indicate(()</th>
<th>Reason for delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Same or next day</td>
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<tr>
<td>2 to 4 days</td>
<td>Not applicable</td>
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<tr>
<td>5 to 7 days</td>
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<tr>
<td>More than a week</td>
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</tbody>
</table>

10. How long before discharge did self medication begin?  

<table>
<thead>
<tr>
<th>Time before discharge</th>
<th>1 or 2 days</th>
<th>3 to 6 days</th>
<th>7 to 14 days</th>
<th>2 weeks or more</th>
</tr>
</thead>
</table>

11. How many medicines was the patient taking?  

12. Was the patient on any controlled drugs?  YES/NO

13. Does the patient usually organise his or her own medicines at home?  YES/NO
   If not who does……………………………………

14. Did the patient remain on the scheme until discharge?  YES/NO
   If not please give details……………………………….

15. Any problems identified?  YES/NO
   If YES please give details
   …………………………………………………………………………………………………………………………………………………
   …………………………………………………………………………………………………………………………………………………

16. Assistance required? (e.g. with boxes, bottles, labels)  YES/NO
   If YES please give details (e.g. no clic-locs, large print)
   …………………………………………………………………………………………………………………………………………………

17. Was a Monitored dosage system supplied?  YES/NO
   If a monitored dosage system was supplied;
   b) Has the patient used one before?…………………………
   c) Who will fill on discharge? (e.g. patient, relative, carer, community pharmacist)
   …………………………………………………………………………………………………………………………………………………

18. How often was the patient reassessed?  Every…………….days
19. Did the patient change level of self-med during admission? YES/NO

If yes, please give details (e.g. 2 days at level 2 (SUPERVISED) then level 1 (ABLE))

………………………………………………………………………………………………

20. Any further comments……………………………………………………………..

………………………………………………………………………………………………

………………………………………………………………………………………………
Equality Analysis

APPENDIX I

Introduction

The general equality duty that is set out in the Equality Act 2010 requires public authorities, in the exercise of their functions, to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The general equality duty does not specify how public authorities should analyse the effect of their existing and new policies and practices on equality, but doing so is an important part of complying with the general equality duty. It is up to each organisation to choose the most effective approach for them. This standard template is designed to help LCHS staff members to comply with the general duty.

Please complete the template by following the instructions in each box. Should you have any queries or suggestions on this template, please contact Qurban Hussain Equality and Human Rights Lead.
<table>
<thead>
<tr>
<th>Name of Policy/Procedure/Function*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self Administration of Medicines in Community Hospitals</td>
</tr>
</tbody>
</table>

Equality Analysis Carried out by: Lorna Adlington  
Date: 7th May, 2015  
Equality & Human rights Lead:  
Director/General Manager: Dr Mitchell

*In this template the term policy/service is used as shorthand for what needs to be analysed. Policy/service needs to be understood broadly to embrace the full range of policies, practices, activities and decisions: essentially everything we do, whether it is formally written down or whether it is informal custom and practice. This includes existing policies and any new policies under development.
Section 1 – to be completed for all policies

| A. | Briefly give an outline of the key objectives of the policy; what it’s intended outcome is and who the intended beneficiaries are expected to be | This policy has been produced to ensure a standardised, efficient and safe self-administration of medicines scheme is in operation within hospitals managed by LCHS NHS trust. |
| B. | Does the policy have an impact on patients, carers or staff, or the wider community that we have links with? **Please give details** | The policy is for use by clinical staff employed by the trust and contracted clinical staff working on wards in the community hospitals. |
| C. | Is there is any evidence that the policy/service relates to an area with known inequalities? **Please give details** | No. |
| D. | Will/Does the implementation of the policy/service result in different impacts for protected characteristics? | Yes  No |
|     | Disability | X |
|     | Sexual Orientation | X |
|     | Sex | X |
|     | Gender Reassignment | X |
|     | Race | X |
|     | Marriage/Civil Partnership | X |
|     | Maternity/Pregnancy | X |
|     | Age | X |
|     | Religion or Belief | X |
|     | Carers | X |

*If you have answered ‘Yes’ to any of the questions then you are required to carry out a full Equality Analysis which should be approved by the Equality and Human Rights Lead – please go to section 2*

The above named policy has been considered and does not require a full equality analysis

**Equality Analysis Carried out by:** Lorna Adlington  
**Date:** 7th May 2015
## NHSLA Monitoring Template

<table>
<thead>
<tr>
<th>Minimum requirement to be monitored</th>
<th>Process for monitoring e.g. audit</th>
<th>Responsible individuals/group/committee</th>
<th>Frequency of monitoring/audit</th>
<th>Responsible individuals/group/committee (multidisciplinary) for review of results</th>
<th>Responsible individuals/group/committee for development of action plan</th>
<th>Responsible individuals/group/committee for monitoring of action plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>All assessments and completed forms for each individual patient to be critiqued</td>
<td>Audit</td>
<td>Ward Sister, Matron and MMC</td>
<td>Annual</td>
<td>MMC and Quality and Risk Committee</td>
<td>Matrons, MMO, MMC</td>
<td>Matrons, MMO, MMC and Quality and Risk Committee</td>
</tr>
</tbody>
</table>
