

## **ADMINISTRATION OF MEDICATION or ASSISTANCE WITH MEDICATION**

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

All Registered Nurse Agency Workers are advised to read the policy and refer to the latest NMC Guidelines booklet. This policy will be reviewed annually or reviewed in accordance with any NMC Guideline changes.

All Agency Workers should be familiar and compliant with local trust/facility policy prior to administering or assisting in the medication of any medication. Additionally all Registered Nurse Agency Workers will be compliant with: 1992 Scope of Practice, 1992 Code of Professional Conduct , 1971 Misuse of Drugs Act, 1968 The Medicines Act.

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

#### **Unqualified Agency Workers:**

Are not permitted to administer or dispense medications.

If a patient requires assistance to self-administer prescribed medications, this assistance may be given by an unqualified Agency Worker. Agency Worker should check and discuss with Trueblue Nurses if they are unsure of expectations. Unqualified Agency Workers should never administer IV medications or blood products.

#### **Registered Nurses:**

##### **Confirmation**

\*Confirm responsibilities for the administration of medications, in accordance with Trust/Hospital Policies, with the Nurse in Charge

\*Read the patients drug chart and confirm consent to administer the medication verbally with the patient

\*Confirm the medication name, dose, timing, expiry date and route of administration against the drug chart. Confirm that the patient is not allergic to the medication.

\*Confirm the patient's identity through date of birth.

\*Confirm the action and side effects of the medication if the medication is unknown to the administering Nurse by checking in the local drug publication ie British National Formulary (BNF).

##### **Documentation**

**When administering and assisting with medication all Agency Workers are instructed to fully document all actions in the patient's personal file.**

##### **IV medications and blood products**

Registered Nurse Agency Workers 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.

### **Controlled drugs**

All confirmation and documentation guidelines apply as given above.

Establish the need to administer controlled drugs by assessment of patient's condition.

With another Registered Nurse, prepare the medication prescribed in accordance with drug chart instructions. Signature of both nurses is required, (administrator and counter signatory).

It is not acceptable to administer medications that have been prepared by another Registered Nurse which has not been witnessed.

Preparation, doses and rates must be calculated by two Registered Nurses and both nurses must be present during the administration of the prepared medication.

### **Adverse Incidents**

Report any adverse incidents to the person in charge. Any incident will receive investigation involving a Trueblue Nurse consultant, the Client and the patient concerned (if appropriate).

Trueblue Nurses Administration and Assistance of Medication Policy  
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