

Guidance for Administration of Medicines for symptom relief in a Care Home during COVID-19

This document is designed to be used alongside the Cheshire CCG COVID-19 symptom management resources for care homes. This guide is intended to summarise options available to nurses/carers administering medicines in care homes during the Covid-19 pandemic if the usual supply routes are unavailable.

Only use the medicines re-use scheme in a medicines supply crisis. The scheme is time limited and applies to the period of emergency during the Covid-19 pandemic.

Administration of a requisitioned medicine

Please note medicines can only be requisitioned by a nursing home where there is at least 50% public funding (see 'Medication Acquisition for Covid19 symptom control in Care Homes with Nursing and Hospices: guidance and templates' for further detail)

Nursing homes	Residential homes
<p>Obtain patient specific direction (PSD) (see Appendix 7 for example PSD) from the prescriber. This can be paper or electronic via NHS email, (or email marked [secure]). Store in patients care plan.</p>	<p>Not available to residential homes</p>
<p>Update administration chart in line with the PSD instructions. This could be the MAR chart or the blue booklet/care communication record.</p>	
<p>Follow usual procedure for amending an administration chart (double check entry).</p>	
<p>Administer medicine in usual way. (Follow the information on the MAR chart for details of drug and dose etc. to be administered. Check that you have selected the correct medicine and that it is in date in the usual way)</p>	
<p>Update CD register (if applicable) or medicine receipt log (if none CD).</p>	

Guidance for Community Nurses – Requisitioned Medicines

Nurses providing symptom relief medication including at end of life in care homes may need to administer a requisitioned medicine.

Before administration the nurse must:

1. Check that there is a valid PSD for the requisitioned medicine.
2. Check the drug name, strength and form on the PSD match the medicine to be administered.
3. Use the directions on the PSD to administer the medicine.

Visual check, administer and record medicine in usual way.

Ensure Care Home update the medicine receipt log.

Administration of a re-usable medicine

Nursing homes	Residential homes
Complete appendix 8 - Risk Assessment for Resident Requiring Reuse of Medicine	Complete appendix 8 - Risk Assessment for Resident Requiring Reuse of Medicine
Obtain prescription/patient specific direction (PSD) (see Appendix 7 for example PSD) from the prescriber or via Community Pharmacy. This can be paper or electronic via NHS email, (or email marked [secure]). Store in patients care plan.	Obtain prescription/patient specific direction (PSD) (see Appendix 7 for example PSD) from the prescriber or via Community Pharmacy. This can be paper or electronic via NHS email, (or email marked [secure]). Store in patients care plan.
Update administration chart in line with the prescription/PSD instructions. This could be the MAR chart or the blue booklet/care communication record. Follow usual procedure for amending an administration chart (double check entry). Clearly indicate on MAR chart – Medicine for reuse. See appendix 10 for example MAR chart entry.	Update administration chart in line with the prescription/PSD instructions. This could be the MAR chart or the blue booklet/care communication record. Follow usual procedure for amending an administration chart (double check entry). Clearly indicate on MAR chart – Medicine for reuse. See appendix 10 for example MAR chart entry.
Administer medicine in usual way. (Follow the information on the MAR chart for details of drug and dose etc. to be administered. Check that you have selected the correct medicine and that it is in date in the usual way with the exception of confirming resident name)	Administer medicine in usual way. (Follow the information on the MAR chart for details of drug and dose etc. to be administered. Check that you have selected the correct medicine and that it is in date in the usual way with the exception of confirming resident name) Community nurses must be informed of the re-use of medicine process if they are involved (i.e. injectable medicines etc).
Complete details on medicines reuse log (Appendix 6)	Complete details on medicines reuse log (Appendix 6)
Update CD register (if applicable) See appendix 9 for example entry. Stock section of Blue booklet or Care & Communication Record updated (if applicable)	CD register updated (if applicable) See appendix 9 for example entry. Stock section of Blue booklet or Care & Communication Record updated (if applicable)
Following administration of a reused medicine a prescription should be obtained to allow the continuation of treatment via a patient labelled supply if needed/appropriate.	Following administration of a reused medicine a prescription should be obtained to allow the continuation of treatment via a patient labelled supply if needed/appropriate.

Guidance for Community Nurses – Re-use of Medicines

Nurses providing symptom relief/end of life care in care homes may need to administer a re-used medicine.

Before administration the nurse must:

1. Check that Appendix 5 has been completed - If not, the nurse can do this.
2. Check that Appendix 8 has been completed - If not, the nurse can do this.
3. Check that there is a valid prescription/PSD/completed 'pink form' and blue booklet / care and communication record for the re-used medicine.
4. Check the drug name, strength and form on prescription match the medicine to be re-used.
5. Use the directions on the prescription/PSD instead of the directions on the label.

Visual check, administer and record medicine in usual way.

Ensure Care Home update Appendix 6 – re-use log.

NB: a 'pink form' may be used for administration by district nurses for non controlled drugs but it is good practice to also record administration on the care home MAR chart.

Further information

For additional advice contact 24- hour palliative care advice lines:

St Luke's Hospice 01606 555489 (for Northwich, Winsford, Crewe, Nantwich & Rural and SMASH primary care networks)

East Cheshire Hospice 01625 666999 (for Middlewood, Macclesfield, Knutsford, Congleton/Holmes Chapel, Chelford/Alderley Edge/Wilmslow primary care networks)

Hospice of the Good Shepherd 01244 852520 (for Chester, Ellesmere Port, Neston/Willaston and Rural Alliance primary care networks)

Key Pharmacy Contacts for East Cheshire (Stockists of End of Life Medications)

A list of these with contact numbers and opening times can be found within Appendix 3 of the following document <https://www.cpcw.org.uk/wp-content/uploads/sites/19/2019/07/Urgent-Palliative-Care-Medicine-Service-Final-010219.pdf>

For further information on administration please see 'Administration of medicines for reuse' section in Reuse of Medicines in Cheshire Care Homes during the COVID-19 Pandemic: Guidance and Resources.