

Best Practice for Administering Medications

STEP 1 – DOCTORS PRESCRIPTION

- Take the DRUG CHART with you to every Doctor's appointment

DOUGLAS MEDICATION SYSTEMS DOCTOR'S PRESCRIBED MEDICATION CHART (Drug Chart) medipak

Family Name		First Name		PATIENT PHOTO						
Preferred Name		Date of Birth								
Doctor's Name										
Care Facility										
Special Authority No.		NHI No.								
C.S.C. No. yes/no		H.U.H.C. No. yes/no								
Prescription subsidy CD yes/no										
Allergies										
ROUTE O=ORAL R=Rectal S=Sublingual I.M.=Intra Muscular Injection S.C.=Subcutaneous										
PACKED MEDICATION										
No.	Date	Medication, Form and Strength	Route	Specify times - or				Doctor's Signature	*DISCONTINUED MEDICATIONS	
				Before	Lunch	Dinner	Bedtime		Date Discontinued	Doctor's Signature
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
SHORT COURSE MEDICATIONS										
21										
22										
23										
24										
25										

* All discontinued medications to be RULED OFF, SIGNED AND DATED by the DOCTOR

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- Ask the Doctor to fill in the DRUG CHART with the new medication that is being prescribed.
 - ✓ Check that the Doctor crosses off any old medications.
 - ✓ Check that the Doctor signs in the correct places on the Drug Chart.
 - ✓ Check that the Doctor has noted any allergies the person may have.
- The Doctor may also give a prescription for you to take to the Chemist/Pharmacy or he may email or fax it directly to the Chemist/Pharmacy

STEP 2 – NEW MEDICATIONS AND FORMS



- Pick up the NEW blister/Medico Pack from the Chemist/Pharmacy (some pharmacies deliver)
- Check that all three match:
 - ✓ The DRUG CHART
 - ✓ The NEW Blister/Medico Pack
 - ✓ The NEW signing Sheet

Chemists and Doctors can make mistakes so carefully check that all three match, ask another staff member to double check if you are unsure or contact your manager!!!

- Put the NEW blister/Medico Pack and the NEW signing sheet and the DRUG CHART in the person's medication folder.

NB All medications must be safely locked away.

STEP 3 – OLD MEDICATIONS


- Remove the OLD blister/Medico Pack and the OLD signing sheet from the person's medication folder
*(Contact your manager for guidance on where to store these
NB: Unused or expired medication can be returned to the pharmacy)*

STEP 4 –

The 5 RULES to giving a person their medication.

Have you got the right  **PERSON?**

Have you got the right  **MEDICATION?**

Have you got the right  **AMOUNT?**

Have you got the right  **ROUTE?**

Have you got the right  **TIME?**

Always stay with the person until you are sure they have taken their medication



REMEMBER: If you are not sure of anything - ASK!!

STEP 5 – THE SIGNING SHEET.



- Sign and initial your name in the space provided on the medication SIGNING sheet

(This will be used as a specimen signature so people can identify your initials on the SIGNING SHEET)

- Put your initials in the correct box to indicate when you have given the medication.

STEP 6 – IF YOU NOTICE ANY MISTAKES



- Phone your manager and he/she will advise you on what to do next.
- If you cannot contact your manager phone a doctor.
- Make sure you have information in the medication folder about the “side effects/adverse reactions” of the medications