

OUTCOMES TO BE ACHIEVED:

Service users receive prompt and appropriate medical care. Drugs and medicines are controlled in accordance with the requirements of appropriate legislation that ensures that service users receive only their own medication which they look after if possible, or which is safely stored, recorded and properly administered by trained staff.

Elements addressed:

- Self-Medication by the Service User
- Prescription & Verification of Drugs
- Storage of Drugs & Medicines
- Administration of Medication to the Service User
- Disposal of Unwanted Medication

#	Performance Indicator / Standard	SCORE	Evidence
1	There is a Policy on Self-Medication by the Service User, which includes a formal Risk Assessment Protocol.		
2	For service users who self-medicate there are suitable lockable facilities provided in which to store their medication.		
3	There is a Procedure for ordering prescription drugs & medicines from nominated pharmacies. These pharmacies are included on the Preferred Suppliers Lists.		
4	Procedures provide for checking drugs & medicines received into the Home against those ordered.		
5	Controlled Drugs received into the Home are logged into a separate Controlled Drugs Register (CDR).		
6	All staff involved in the handling and administration of drugs and medicines receive appropriate <i>accredited</i> training in medicines, their safe use, and common problems.		
7	Training includes documented confirmation by each staff member that they have read and understood the Home's policies on the handling of drugs, medicines & medical equipment.		
8	There are arrangements in place for the sourcing and provision of "emergency" drug supplies to accommodate exceptional circumstances.		
9	Procedures provide for logging ALL types of drugs & medicines received into the Home. This will include medication that service users bring with them upon admission.		
10	There is a Procedure to control the storage of all drugs & medicines within the Home which ensures compliance with the latest legal / regulatory requirements.		
11	Procedures provide for the special storage requirements of Controlled Drugs (i.e. a locked cupboard inside a locked facility).		
12	Drug storage areas are secure, and keys are held by the senior staff member on duty. A list is available of nominated key holders.		
13	All drugs & medicines requiring low temperature storage are kept in a locked refrigerator designated for that purpose.		
14	There are no drugs requiring low-temperature storage in the ambient storage facilities.		
15	Temperatures are regularly monitored and recorded and the readings verified with a calibrated thermometer in line with documented procedures.		
16	If a separate 'fridge for drug storage is not used, and drugs are stored in the domestic 'fridge, then these are kept in a locked box and clearly identified as containing medicines.		
17	CONTROLLED DRUGS (CDs) - There is a regular system for reconciling stocks of CDs; i.e. drugs administered and drugs in store versus drugs originally received.		

