

Self/carer administration of medicines scheme

This leaflet provides you with information about how you or your carer can administer medicines during your inpatient stay.

Throughout this leaflet the terms 'you' or 'your' refer to either yourself (as the patient) or to your child/dependent (when they are the patient).

Before taking part in the scheme you will have the opportunity to discuss with your nurse/midwife, member of pharmacy staff or doctor what self/carer administration involves and what benefits there may be for you.

What is self/carer administration?

Self/carer administration is a scheme that enables you or your carer to be responsible for taking/giving your medicines either independently or under supervision whilst you are in hospital. This may be of particular interest if the medicines need to be taken at set times or at short notice e.g. if you take insulin for diabetes or have Parkinson's disease.

Do I have to take part?

No. It is entirely up to you.

If you or your carer chooses not to take part the nurse/midwife will administer the medicines whilst you are in hospital and give you information about them when you go home.

What will happen if I want to take part?

If you/your carer want to take part please inform a nurse, midwife, pharmacist or doctor caring for you. Once you have done this, self/carer administration can then be explained more fully. Staff will then check you or your carer's suitability for the scheme.

The assessment will include:

- The reason for your hospital stay
- How medicines are taken at home
- Any problems or concerns you may have with taking/giving medicines
- Your understanding of the medicines.

The assessment may show that your current medical condition means that you are unable to take part in self/carer administration or you or your carer need further support. Staff will discuss this with you and nurses/midwives will administer the medicines for you during your hospital stay.

If the assessment indicates that you or your carer are suitable for the self/carer administration scheme:

- You or your carer will be asked to sign a consent form
- If you/your carer are given a key or fob to your/their bedside medicines locker you/your carer will be asked to sign for receipt and return of the key/fob
- You/your carer will be told which medicines you will take/give
- You/your carer may also be given a medicines information sheet as a reminder on how to take/give the medicines
- If you are taking injectable medicines (e.g. are on insulin) a sharps bin will be provided to put the used needles in.

The medicines that have been brought into hospital with you will be used, if suitable. Other medicines you need whilst in hospital will be supplied from the hospital pharmacy. Each medicine container will have your name, the name of the medicine and instructions on how to take it. The nurse/midwife will ask you or your carer what medicines have been taken/given. If you are on medicines with a variable dose (e.g. insulin), tell the nurses what dose you have actually taken/given.

If you/your carer forget what medicines you have taken/given or if you/your carer have any queries about your medicines please speak to your nurse/midwife or a member of pharmacy staff.

What are the benefits of self/carer administration?

Self/carer administration will help you to:

- Maintain your independence by continuing to take your medicines as you do at home.
- Improve your knowledge about your medicines and how to use them safely.

Can I change my mind?

Yes. You or your carer can stop self/carer administration at any time. Just let the nurse/midwife know.

What happens if I/they become less well, need to have an anaesthetic, or your carer is not available to administer medicines?

If during your stay, your condition changes, your carer is not available to administer medicines to you, or you receive treatments or medicines where self/carer administration is not appropriate, the nurse/midwife will give your medicines to you until your carer is available or you are able to return to self/carer administration. Your carer should inform your nurse/midwife if they will not be able to administer any doses of medicines.

What are my responsibilities when taking part in the scheme?

To help keep yourself and those around you safe, you should be aware of the following points:

Do tell the nurse/midwife or member of pharmacy staff if:

- You/your carer are having any problems taking your medicines
- You/your carer mislay your medicines locker key/fob
- You are running low on any medicines

- You/your carer are worried or unsure about anything or have any questions about the medicines
- A visitor or another patient tries to take your medicines.

Do:

- Tell your doctor, nurse/midwife or member of pharmacy staff immediately if you experience any side effects
- Tell the nurse the dose actually taken for any variable dose medicines (e.g. insulin)
- Allow a member of pharmacy staff to check all of your medicines and your medicines locker before you go home
- Return your bedside medicines storage key/fob to your nurse/midwife before you go home.

Do not:

- Exceed the dose on the label
- Take any medicines that you are unsure about
- Store anything inside your bedside medicine locker other than your medicines
- Leave your medicine locker unlocked, even for a short time
- Give your medicine locker key/fob to a relative, visitor or another patient
- Share your medicines with anyone else.

Contact us

If you have any questions or concerns about your medicines or the self/carer administration of medicines scheme please speak to the doctor, nurse/midwife or pharmacy staff caring for you.

For more information leaflets on conditions, procedures, treatments and services offered at our hospitals, please visit www.guysandstthomas.nhs.uk/leaflets

Pharmacy Medicines Helpline

If you have any questions or concerns about your medicines, please speak to the staff caring for you or call our helpline.

t: 020 7188 8748 9am to 5pm, Monday to Friday

Evelina London Medicines Helpline

If you have any questions or concerns about your/your child's medicines, please speak to the staff caring for you/your child or call our helpline or contact us by e-mail.

t: 020 7188 3003 10am to 5pm, Monday to Friday **e:** letstalkmedicines@gstt.nhs.uk

Your comments and concerns

For advice, support or to raise a concern, contact our Patient Advice and Liaison Service (PALS). To make a complaint, contact the complaints department.

t: 020 7188 8801 (PALS) **e:** pals@gstt.nhs.uk

t: 020 7188 3514 (complaints) **e:** complaints2@gstt.nhs.uk

Language and accessible support services

If you need an interpreter or information about your care in a different language or format, please get in touch:

t: 020 7188 8815 **e:** languagesupport@gstt.nhs.uk

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