

## Administration of medication by carers

**Be prepared:** ensure you have all you need (water, cups, medicine pots, gloves, pens) **before** you start and that you have washed your hands - hygiene is very important - use the “no touch” technique.

**Be SMART:** ensure you are 100% confident of the first 5 'rights' before administration:

- right Service user,
- right Medication,
- right Amount/dose,
- right Route &
- right Time - *then remember that the Service user has*
- the right to Refuse.

**Be accurate:** ensure the MAR chart is correctly completed for **each** administration, as it happens. Do not complete before administration, or leave until later. Ensure signatures/initials are legible.

When required (PRN) medication/Homely Remedies - write the dose **and** time given clearly.

For Controlled Drugs (CD's) - ensure **all** recording requirements are completed & witnessed.

**Be consistent:** if administration is not successful (e.g. refused, asleep, dropped) use **only** the codes provided and write any further information on the back of the MAR chart.

**Be vigilant:** ensure refusal of medication, any unwanted effects or problems are recorded and reported to the team leader/manager/prescriber, following your local medication policy.

**Be honest:** if an error occurs, record it and report it, following your local medication policy, and follow professional advice.