

## **Carer Administration of Medicines on Buxton Ward**

### **What is the carer-administration scheme?**

Carer administration is a programme used on this ward to enable you to administer some or all of your child's medicines whilst in hospital.

### **What are the benefits of carer-administration?**

- Your child will continue to receive medicines in the way they are used to.
- You will be kept up to date of any changes to your child's medicines and have a chance to get used to any changes before going home.
- You will become familiar with any new medicines prescribed for your child and have the opportunity to ask any questions you may have.

### **Who can I talk to about carer-administration?**

Before you take part in this programme you will have the chance to discuss with a nurse exactly what carer-administration involves.

### **Do I have to take part?**

No, you must not feel that you have to take part even if asked. If you do not wish to or are unable to take part your child's medicines will be given by the nursing staff.

### **What should I expect to happen?**

If you are asked and agree to take part, then before starting a nurse will:

- Explain carer-administration to you more fully.
- Observe you administering medicines against the drug chart at least once.
- Ask you to sign a written consent to participate in the scheme.

Your child's own medicines from home will be used where suitable. Any other regular medicines you require will be given to you from the hospital pharmacy. Each medicine will be labelled with instructions.

If you forget what medicines you have given, or if you have any queries then please talk to your nurse.

### **What are my responsibilities whilst administering?**

- Keep your child's medicines locked in their cabinet, and keep the key safe in your possession.
- Inform your nurse each time you administer your child's medication. Your nurse will update your child's electronic medicine chart to show doses have been given.

- Inform your nurse/pharmacist/doctor if anything is unclear, or if you suspect anything is incorrect.
- Liaise with your nurse if you wish to miss out a dose and the reason why.
- Only give the medicines we have prescribed for your child.
- Ask your nurse for any “as required” medicines or other medicines that you do not have access to (for example items which need to be stored in a fridge).
- Tell your nurse if your supply of medicines becomes low.

### **What if circumstances change and I cannot be available to administer my child’s medicines?**

Please let your child’s nurse know so that we can resume administering medicines and your child does not miss any doses.

### **How will my child’s medicines be kept safe?**

Your child’s medicines will be kept secure in the white metal box at the back of their bed space. You will be given a key to this locker when you are giving your child’s medicines independently (the nurse and pharmacy team will be the only other people with access to the locker).

- **It is your responsibility to keep your child’s medicines locked in your medicine cabinet and to keep the key in a safe place.**
- **If any visitor or patient tries to take your medicines please call a nurse at once.**

### **What happens when I take my child home?**

A prescription will be written and the medicines in your locker checked against it by the nurse or pharmacy team.

**PLEASE REMEMBER TO GIVE THE KEY TO YOUR MEDICINE CABINET TO YOUR NURSE BEFORE LEAVING THE WARD.**

