

Self/carer administration of medicines scheme

This leaflet gives information about how you or your carer can administer medicines during your inpatient stay. In this leaflet the terms 'you' or 'your' refer to yourself (as the patient) or to your child/dependent (if 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 why it might be good for you.

What is self/carer administration?

Self/carer administration is a scheme that allows you or your carer to be responsible for taking/giving your medicines independently, or under supervision, while you are in hospital. This might be helpful if the medicines need to be taken at set times or at short notice, for example, if you take insulin for diabetes or have Parkinson's disease.

Do you have to take part?

No. It is entirely up to you. If you or your carer choose not to take part, the nurse/midwife will administer the medicines while you are in hospital and give you information about them when you go home.

What will happen if you want to take part?

Please tell 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 might show that your current medical condition means that you are cannot take part in the scheme, or that more support is needed. Staff will discuss this with you and nurses/midwives will administer the medicines for you during your hospital stay.

If the assessment shows that you or your carer are suitable for the scheme, you/your carer will:

- be asked to sign a consent form
- be given a key/fob to the bedside medicines locker if appropriate (you/your carer will be asked to sign for receipt and return of the key/fob)
- be told which medicines you will take/give
- be given a leaflet as a reminder of how to take/give the medicines, if necessary
- be provided with a sharps bin for the used needles (if you are taking injectable medicines, such as insulin).

The medicines that have been brought into hospital with you will be used, if suitable. Other medicines you need while 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 (such as 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 you change your mind?

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

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

If this happens, the nurse/midwife will give your medicines to you until your carer is available or you are can return to self/carer administration. Your carer should tell your nurse/midwife if they will cannot administer any doses of medicines.

Your 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 speak to the nurse/midwife or member of pharmacy staff if:

- you/your carer are having any problems taking your medicines
- you/your carer lose 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 (such as 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 **web:** 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, **tel:** 020 7188 8748, Monday to Friday, 9am-5pm, **email:** mymedicines@gstt.nhs.uk

Your comments and concerns

For advice, support or to raise a concern, contact our Patient Advice and Liaison Service (PALS), **tel:** 020 7188 8801, **email:** pals@gstt.nhs.uk. To make a complaint, contact the complaints department, **tel:** 020 7188 3514, **email:** 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, **tel:** 020 7188 8815, **email:** languagesupport@gstt.nhs.uk

NHS 111

This service offers medical help and advice from fully trained advisers supported by experienced nurses and paramedics. Available over the phone 24 hours a day, **tel:** 111, **web:** www.111.nhs.uk

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