

Lancashire and South Cumbria Self-Care and Access to OTC Medicines – Template Policy

Contents

Introduction	1
Access to self-care medication	1
Access to OTC medicines.....	2
Template Policy.....	3
Appendix 1 - Decision Aid	5
Appendix 2 – OTC medicines Staff Signature Sheet.....	6
Appendix 3 – OTC medicines Record Sheet	7

Introduction

Providing access to OTC medicines to those living in adult social care is an essential way of enabling access to medicines for the management of self-limiting, minor ailments. The two methods of accessing medication are 'self-care' when OTC medicines are **selected by the service user** themselves or when an OTC medicine is **offered by a member of care staff** on the advice of a healthcare professional.

For the purposes of this document the term 'healthcare professional' is defined as one of the following registered healthcare professionals: physician, pharmacist or nurse.

Access to self-care medication

The CQC has stated that people who receive social care should be supported to access OTC products to enable them to self-care.

Residents that are able to make decisions about their own care should be able to self-select an over the counter medicine for the management of a self-limiting, minor ailment as they would do so in their own home. Care staff should facilitate safe access to these medicines.

For example, if a resident that has decided to use paracetamol short-term for the management of a cold or headache they should be advised against this if they are currently receiving paracetamol or another paracetamol containing preparation. If care staff are unsure if it is safe for the resident to use a particular medicine further advice should be sought from a pharmacist or, exceptionally, the patient's GP.

Residents (or their relatives) may provide their own OTC products. These medicines must not be for general use and must remain specific to that person. In all care settings receipt into the care home should be documented.

All OTC products must be checked, to make sure they are suitable for use, in date and stored according to the manufacturer guidance.

If care staff are to be responsible for administration, this should be recorded on a MAR chart and good practise should be followed.

It is the responsibility of care staff to check that it is safe and appropriate for the patient to use the medicine and refer to a healthcare professional.

Access to OTC medicines

An OTC medicine can be offered to those living in adult social care by a member of care staff in response to and for the management of a self-limiting, minor ailment on the advice of a healthcare professional.

The attached OTC medicines template policy may be adapted by care homes.

Please note:

GP practices operate to a 'Prescribing for Clinical Need Policy'. This means that medication used for the treatment of minor ailments and intended for use as a homely remedy **should not** be requested on prescription but should be purchased by the care home.

The community pharmacist supplying the Home may be approached to provide advice on uses, doses and possible interactions with prescribed medicines. Advice on the shelf life of products once opened may also be obtained from the community pharmacist.

Template Policy

Name of care home

This policy MUST be read in conjunction with the local or care home medicines policy

1. What Can be Given?

Only those OTC medicines which are listed in this policy **for a maximum of 48hours** on the advice of a healthcare professional. After this period, if symptoms persist, a GP or a pharmacist must be contacted.

Residents (or their representatives) may bring in over-the-counter medicines for self-administration and must alert staff to this. Patient's own medicines **MUST NOT** be used for other residents.

To assist in determining whether a healthcare professional should be contacted or if the patient can safely self-care – see appendix 1.

2. Receipt and Storage

OTC medicines must remain in their original packaging when not in use. The receipt of each stock of OTC medicines should be recorded on the relevant 'OTC medicines Record Sheet' (Appendix 3).

It is important that OTC medicines are stored separately from prescribed medication. This could be the same location as other medicines, but the OTC medicines must be separated and marked as OTC medicines.

OTC medicines must be stored in a locked cupboard and kept at the temperature define by the manufacturer.

Access to OTC medicines should be restricted to staff with designated medicines management responsibilities or staff that are signatories to this policy.

3. Administration

Existing local procedures should be followed for the administration of medicines.

4. Adverse Reactions

In the event of an adverse reaction, the GP or pharmacist must be informed.

If a life-threatening adverse reaction occurs emergency treatment must be carried out by trained staff in accordance with local BLS or ALS protocols. The resident must also be immediately referred to the nearest Accident and Emergency Department.

5. Recording

The administration of an OTC medicine must be clearly entered on the residents MAR chart. The administration should also be recorded in their care plan, this should include the name and designation of the healthcare professional that advised the use of the OTC medicine. The entry on the MAR chart must be clearly marked 'OTC medicine' as well as documenting the following:

- name, strength, and form of the medicine
- dose and frequency
- reason for use (can alternatively be documented in the care plan)
- date and time administered
- signature of the staff member administering the medication.

A running balance of stock for use as a homely remedy must also be maintained at all times, being checked regularly and stocks replenished as required.

During the stock check, staff must check the expiry dates of the medication. For liquids and creams the date the product was opened must be marked on the container. Opened liquids and creams should be discarded according to the time frame given by the manufacturer, or the local medicines policy.

6. Disposal of Medicines

OTC medicines must be disposed of when they are no longer fit for purpose and/or are out of date, in accordance with the local or care homes disposal of medicines procedure. The disposal of OTC medicines should be recorded on the 'OTC medicines Record Sheet' (Appendix 3) for that particular medicine.

7. Training Requirements

All staff administering OTC medicines must, as a minimum, be appropriately trained in accordance with NICE social care guideline SC1 - Managing medicines in care homes (Section 1.17 - 'Training and skills (competency) of care home staff').

Additional local training is recommended. This training should be delivered by the local medicines management team or equivalent.

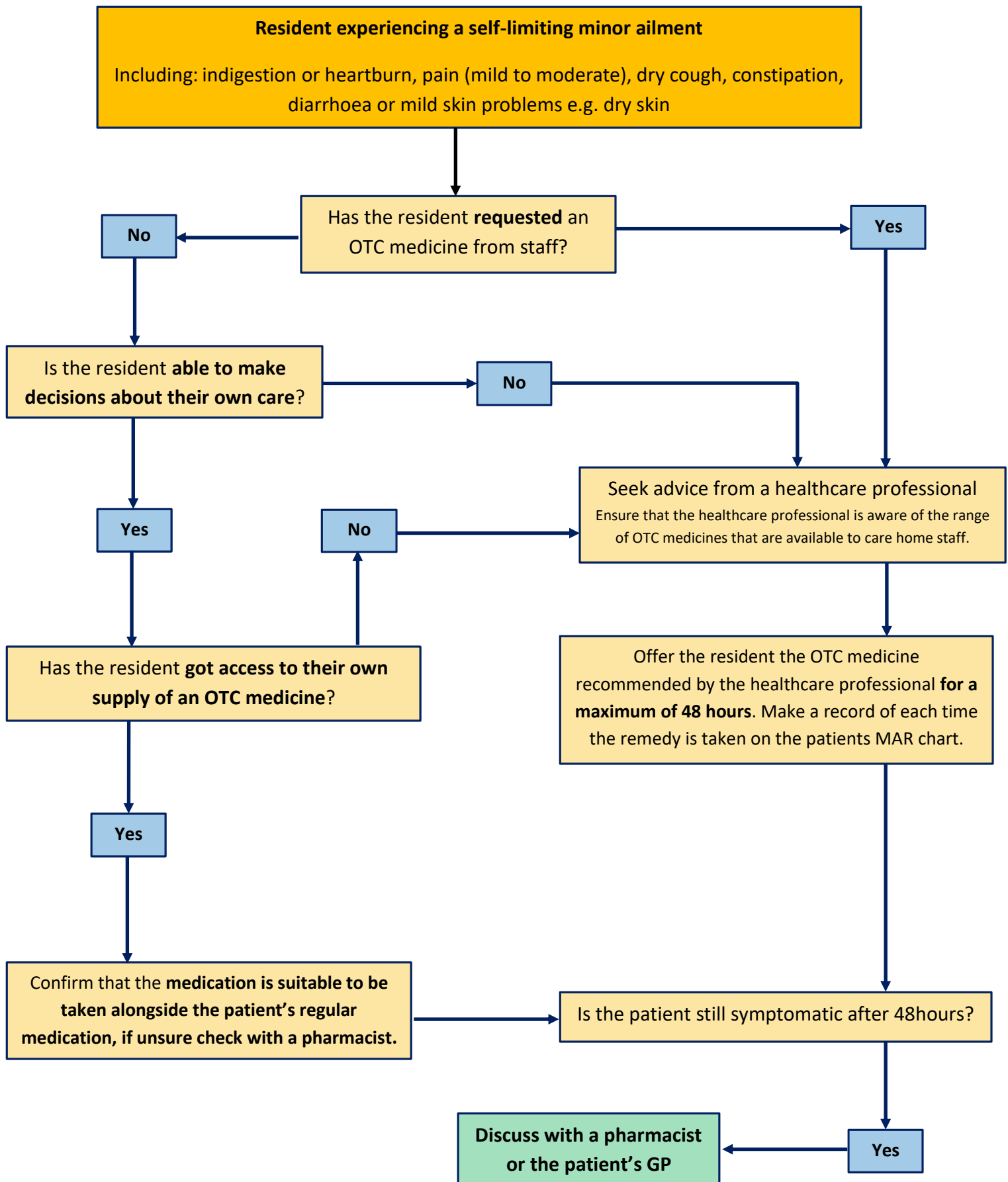
Once all training requirements have been met, the person intending to offer OTC medicines according to this policy must sign the 'OTC medicines Staff Signature Sheet' (appendix 2).

Bibliography

1. Care Quality Commission. Treating Minor ailments and promoting self-care in adult social care. Care Quality Commission. Updated 20th November 2018. Accessed online 10th July 2019. URL: <https://www.cqc.org.uk/guidance-providers/adult-social-care/treating-minor-ailments-promoting-self-care-adult-social-care>.
2. National Institute for Health and Care Excellence. Managing medicines in care homes (SC1). NICE. 14th March 2014. Manchester. URL: www.nice.org.uk/guidance/sc1.
3. Regional Medicines Optimisation Committee. Homely Remedy Template Policy. NHS England. November 2018.

Acknowledgments to Greater Preston and Chorley and South Ribble CCG medicines management team.

Appendix 1 - Decision Aid



Appendix 3 – OTC medicines Record Sheet

Example OTC medicines Record Sheet

Medicine	Name		Strength		Formulation	
Date	Quantity Obtained	Quantity Administered	Quantity Disposed	Details For example: • purchased • name of resident administered to • stock check	Running Balance	Staff signature
Balance transferred to new						
sheet						

- A separate sheet is required for each medicine, form and strength.
- Also record medication administered on the resident’s MAR chart and care plan