



Domiciliary (Homecare) - Managing Medicines Checklist During Covid-19 Pandemic

Task	Reason	Action	Completed (Y/N)
Review options for providing medicines training to staff	In line with government social distancing rules, face to face training is no longer possible. Alternative formats need to be employed	Look at the Medicines Training Contingency Plan	
Train new / redeployed staff to administer medicines	This is essential training as per Skills for Care guidance and CQC recommendations	Follow the 3-point Training Pathway	
Brief staff to administer from original packs	Pharmacies may not be able to provide medicines in blister packs during the pandemic	Use the Administration from Original Packs guidance document	
Train Managers/ senior staff to become Assessors	To assess competency of staff administering medicines	Follow the 5-point Training Pathway	



Task	Reason	Action	Completed (Y/N)
Assess competency of staff	To ensure correct procedures are being carried out on a day to day basis, keeping people safe	Follow the 3-point Training Pathway	
Familiarise yourself with the requirements for delegating medicines information	To ensure you know your responsibilities if you are asked to take on additional tasks during the pandemic	Read the Delegating Administration of Medicines document	
Familiarise yourself with new guidance: New Controlled Drugs supply legislation	To ensure people maintain their supply of Controlled Drugs e.g. for end of life care during the Covid-19 pandemic	Read the summary document	

For additional guidance, advice and training options visit www.opuspharmserve.com/covid-19-support