

Procedure for Administering and Recording Re-Used Medicines During the Covid-19 Pandemic

Medicines for Re-Use - Medicine Label Requirements

Under normal circumstances, administration to a resident can only be made from a labelled supply of medicine bearing that person's name.

For the administration of re-used medicines, medicines will be treated as care home/hospice 'stock' items meaning that it will not necessarily be for any one specific resident.





It is recommended that the original label of any medicine that is to be re-used should not be removed. This is because the existing label may contain important information about that medicine that is independent of the person it is supplied to or the dose that was instructed in the original supply. However, the actions below should be taken.

If a medicine is approved for re-use, the following steps are advised:



- 1) Do not remove the original label
- 2) Cross out (so that it is no longer visible) the name of the resident that the medicine was originally supplied to
- 3) Cross out (so that it is no longer visible) the dosage instructions from the original supply
- 4) Highlight the name and the strength of the medicine and any additional instructions that may be present on the label (i.e. take with or after food) using a highlighter pen

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Medicines for Re-Use - MAR Sheet Requirements

-  A new prescription must be obtained prior to supply to a new resident.
-  The MAR sheet must accurately reflect the instructions of the prescription.
-  Normally, the information on the MAR sheet can be compared to the information on the medicine label. All details should correspond with each other.
-  When a medicine is being re-used, the MAR sheet will need to be completed without a resident-specific label. Full details will still be required on the MAR sheet.

The following options may be considered:

-  Obtain a new MAR sheet from the pharmacy. This Option 1 is the **preferred option**.
-  If **Option 1** is not possible, a designated, suitably qualified person will transcribe the information from the prescription onto a MAR sheet and sign and date the entry. See next page for further requirements.

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If option **2** is selected:

- The MAR sheet should be clearly marked to show that the medicine is from stock that has been authorised for re-use
- Another designated, suitably qualified person should carry out appropriate checks to ensure the accuracy and safety of the information that has been transcribed
- If both the MAR sheet and the prescription agree in all details, the second suitably qualified person should countersign the entry



The prescriber does not need to sign the MAR sheet.



A copy of the prescription should be kept with the resident's records.



If there is any uncertainty regarding transcribing from the prescription e.g. there is terminology that is not understood, a Healthcare Professional **MUST** be contacted for advice. All details received must be fully documented.

Procedure for the Administration of Re-Used Medicines

1 Be prepared

2 Check the identity of the person to whom the medicine is to be administered

3 Ask them if they are ready to take their medicines

4 Check the medication record

5 Check any allergies

6 Check the medication has not already been given

7 Check the MAR sheet and select the appropriate medicine container

8 Check the label of the re-used medicine carefully for:

- Medicine name
- Strength
- Formulation

Carefully compare this to the information on the MAR sheet. The details must correspond in all these areas

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- 9 Check the expiry date of the medicine
- 10 Check the label for any important warning labels that have been highlighted (e.g. dissolve in water, before/after food)
- 11 Check the MAR sheet and prepare the appropriate dose of medicine from the container (e.g. prepare the correct number of tablets/capsules)
- 12 Take the medicine to the person
- 13 Ensure they are in an upright position
- 14 Administer the medicine according to the dosage form. Offer a drink with oral medicines
- 15 Witness the person taking the medication
- 16 Record the administration of the medicines IMMEDIATELY by initialling the correct date space on the MAR sheet
- 17 When stock of a re-used medicine is used, record the quantity used in the [“log of re-used medicines form”](#)

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18 If the medicine is not administered for any reason (e.g. refused), write the appropriate code on the MAR sheet and write further details on the back of the MAR

19 Proceed to the next medicine

Hints & Tips – Remember the Six Rights

Although there are differences to the normal administration process, the same principles still apply.

Ask

Do I have enough information to confirm each of the following?

- **Right PERSON** (MAR sheet and another identifier e.g. the resident themselves or a photo)
- **Right MEDICINE** (medicine label and MAR sheet)
- **Right DOSE** (MAR sheet)
- **Right TIME** (MAR sheet and medicine label e.g. take an hour before food)
- **Right ROUTE** (medicine label and MAR sheet)
- **Right TO REFUSE** (the resident)

For more useful information on the management of medicines and training support at this time, visit our Covid-19 webpage:

<https://opuspharmserve.com/covid-19-support/>