



Information Sheet

A busy and bustling work environment can throw up all sorts of issues and distractions for staff when they're administering medicines. Similarly, administering medicines in someone's home can cause unexpected difficulties that can lead to mistakes.

Issue:

Distractions and other environmental factors cause staff to make medicines errors

Examples:

Situations like these can make medicines errors more likely to occur:

- Administering when there are lots of people around making noise
- A staff member being asked to do too many tasks at once
- Not enough time allocated to administering medicines so having to rush
- Badly thought out procedural flow e.g. medicines stored in a different place to where they are administered

Where staff are administering in someone else's home, they lack control over the environment. They could be asked to administer, for example, in a home where:

- ➔ A person prefers to have the curtains closed so it is hard to see
- ➔ The person stores the medicines in a confusing way.

Prevention:

How to prevent the issue arising

In order to prevent work environments having a negative impact on a staff member's ability to administer medicines, it is vital that senior members of staff are trained to risk assess situations.

We have prepared a Risk Assessment for use in your organisation to risk assess the working environments in which your staff are administering medicines.