

Tips for When and What to Report

- ✓ Always report any suspected side effects or reactions.
- ✓ Record AND report any refusal by a person to take their prescribed medicine(s).
- ✓ Report whenever changes are made to the MAR without authorisation.
- ✓ Report any medicines errors or suspected errors.
- ✓ Report any concerns you have. You may have noticed something that others have not!



ADDITIONAL RESOURCES

Get Medicines Updates

Subscribe for free regular guidance updates, handy resources, and useful advice.

Visit: opuspharmserve.com/subscription to sign-up or email info@opuspharmserve.com

Get In Touch

Contact the OPUS team today to discuss how OPUS can support your organisation to administer medicines safely.

☎ 0333 939 0053 ✉ info@opuspharmserve.com
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Training Pathways

Scan the QR code to check out our Gold Standard Training Pathways.



6 Rights of Administration



RIGHT
Person



RIGHT
Time



RIGHT
Medicine



RIGHT
Route



RIGHT
Dose



RIGHT
to Refuse

The **right medicine** needs to be given to the **right person**, in the **right dose**, by the **right route** (e.g. swallowed by mouth, placed under the tongue, applied to the skin etc.) at the **right time**.
The person has the **right to refuse**.

Proud to Work With



Medicines Administration Guide for Learning Disability Services

Prepared for you by the OPUS Pharmacist Team

To support your OPUS Safe Handling of Medicines Foundation learning.



3 TOP TIPS FOR...

Storing Medicines

- 1 Keep medicines secure and away from children.
- 2 Store medicines in a cool, dry place.
- 3 Check the medicine label to see if the medicine needs special storage e.g. in a fridge.

Administering Liquids

- 1 Shake the bottle before you administer.
- 2 Read the label carefully.
- 3 Use the correct measure e.g. a 5 ml medicine spoon (not a teaspoon).



Administering Creams and Ointments

- 1 Wash your hands (and wear gloves).
- 2 Follow the instructions on the label carefully e.g. emollients (moisturisers) need to be applied generously but steroids should be applied thinly to the affected area only.
- 3 Be aware of the fire risk with emollients - follow the warnings on the label and keep away from naked flames.



Administering Transdermal Patches

- 1 Ensure the skin is dry and clean.
- 2 Make sure the old patch is removed before applying the new one.
- 3 Apply the new patch to a different area of skin to avoid the skin becoming sore.

Administering Eye Drops

- 1 Wash your hands before administering.
- 2 Check the expiry - most eye drops have an expiry date of 28 days after opening, but not all.
- 3 Do not touch the dropper on the eye.



Administering Inhalers

- 1 Shake the inhaler before use.
- 2 Check that you know which inhaler to use and when.
- 3 Make sure you know how to use each inhaler device - check the Patient Information Leaflet.

Medicines Awareness

- 1 Always check the expiry date of medicines before you administer them.
- 2 Be aware that some prescribed and non-prescribed medicines may contain the same ingredient or interact so always check with the Pharmacist.
- 3 Look out for side effects and interactions of medicines.

Administering Tablets and Capsules

- 1 Read the label carefully and follow all the instructions.
- 2 Do not crush tablets or open capsules unless they are specifically designed for that purpose or the healthcare professional has told you to do so.
- 3 Where the medicine label indicates the medicine must be swallowed whole, it is important that this instruction is followed. Check with the person that they are able to swallow the medicine whole before administering. If they are unable to do so, contact the pharmacy or GP for advice.

