

## Is Your Covert Administration Plan Fit for Purpose?

*The new OPUS Covert Administration Plan template is available to download.*

### The Importance of Recording Pharmacist Advice

Some medicines cannot be mixed with certain foods or drinks as it affects the way they work.

We have recently updated our **Covert Administration Plan**, formerly called "Covert Medicines Agreement Form" to include a separate column to clearly record Pharmacist advice on each medicine that is to be administered to a person covertly.

The Pharmacist will be able to give advice on the food/ drink each medicine can be mixed with, and how best to administer it covertly. This advice can then be recorded on the person's Covert Administration Plan.

### Here's an example...

Some antibiotics should not be taken with milk.

Where these antibiotics are prescribed, the Pharmacist will advise that you should not mix these antibiotics in foods such as porridge, yogurt and other dairy foods when they are being given covertly.

This information should be recorded in the person's Covert Administration Plan.

### What does this mean for me as a care/ support worker?

You should only administer medicines covertly if a person lacks capacity and it is assessed as being in the person's best interests. This must be stated in the person's care/support plan, and a Covert Administration Plan put in place.

By following the instructions on the Covert Administration Plan, you will be able to administer medicines covertly to the person you support safely, and effectively.

If you notice that the Covert Administration Plan is missing or doesn't contain sufficient detail to enable you to safely administer the medicines covertly, including any advice from the Pharmacist, report this to your Line Manager.

### What does this mean for me as a Manager?

#### 1 Evidence

The Covert Administration Plan provides evidence that healthcare professionals have been consulted, and that their advice on the most safe and effective way to administer medicines covertly is being followed.

#### 2 Action

Ensure that the Covert Administration Plan is always completed in sufficient detail, including Pharmacist advice.

#### 3 Review

Ensure that the Covert Administration Plans are reviewed regularly. A person's medicines and support needs may change over time, and this needs to be reflected in their care/support plan, as well as on the Covert Administration Plan, where covert administration is necessary.

#### 4 Inform

Always make sure your team are aware of any changes to the person's support needs, including covert administration.



#### ANY QUESTIONS?

Contact the OPUS Pharmacist Support Team on  
[pharmacist@opuspharmserve.com](mailto:pharmacist@opuspharmserve.com) or  
call 0333 939 0053

