

Caring for Care Homes

No.	Title	Why this is useful for your care home	Version No.
0	Significant event introduction	A significant incident reporting form and guide to help you record and review medication-related safety incidents. This will enable you to identify and share learning.	5_2017
1	Fridge temperature monitoring	How to store medication that needs to be refrigerated, daily temperature recording and what to do if the fridge temperature is out of range. A fridge temperature record sheet is included.	4_2017
2	Controlled drugs	Unlike other prescribed medicines there are additional safety and legal requirements for the storage, administration and disposal of controlled drugs.	4_2017
3	Analgesic patches	Tips on the safe use of the different types of analgesic patches, including advice on application, duration of action and how to record them on the MAR chart.	4_2017
4	Anticoagulants	Warfarin is a high risk drug that requires close monitoring. This guidance sheet includes the standard requirements as stated by the National Patient Safety Agency as well as a good practice audit and a communication flow chart.	4_2017
5	Medication and falls	The more risk factors a resident has, the more likely they are to fall. Medication is one risk factor.	5_2017
6	Making the most of food	Advice to help residents that have lost weight or have a poor appetite to make the most of the foods they are eating.	5_2017
7	Make the most of sip feeds	Includes ideas for care homes to help residents enjoy and make the most of their prescribed supplements.	5_2017
8	Medication reviews of antipsychotics	Awareness of the use of antipsychotics in residents with dementia, what the risks are and the importance of reviewing.	4_2018
9	Oral methotrexate and other cytotoxics	How to use methotrexate and other cytotoxics safely. Top tips on administration, monitoring, disposal, record keeping and using personal protective equipment.	5_2018
10	Administration dilemmas	Hints and tips to help ensure medicines are taken exactly as instructed to ensure they work as intended.	5_2018

Guidance Sheet Index

No.	Title	Why this is useful for your care home	Version No.
11	Topical medication	A guide to administering topical medication, expiry dates and quantities used for different areas of the body. A Topical Medicines Application Record sheet (TMAR) is also included.	5_2018
12	Storage and expiry dates	Key points for storing medication correctly and checking expiry dates.	5_2018
13	Insulin	To support care homes with diabetic residents prescribed insulin. Information includes the different types of insulin, devices, monitoring and early warning signs of 'hypos' (low blood sugar).	5_2018
14	Meeting with a drug representative	Tips on how to deal with drug representatives including questions to ask when meeting with them.	5_2018
15	Accurately listing a resident's medicines (medicines reconciliation)	What is medicine reconciliation? When should it take place? What problems might occur? Who should be involved? Not forgetting the 6 R's of administration.	5_2018
16	Inhaler technique and respiratory conditions	How to help your residents use the different types of inhalers and how to solve common problems with inhaler usage.	5_2018
17	When required medication	How to safely administer and record "when required" (PRN) medication.	5_2018
18	Missed doses of medication	Actions to be taken when a resident has missed a dose of medication, including a list of high risk medication (eg warfarin, methotrexate, insulin).	3_2017
19	Using bisphosphonates: Osteoporosis medication explained	What are bisphosphonates, how they work, side effects, how they should be taken and how to record on the Medication Administration Record (MAR) sheet.	3_2018
20	Just in case medication (anticipatory prescribing)	When "Just in case" medication should be used, storage and record-keeping requirements. A list of common "Just in case" medication is included.	5_2018
21	Homely remedy list including template	Guidance on homely remedies and record-keeping requirements.	3_2018
22	Using the Medication Administration Record (MAR) effectively	Information on how to record medication on the Medication Administration Record (MAR). Including general guidance, how to keep the MAR chart up to date and potential problems that might occur.	3_2018
23	Covert administration	Advice on when covert administration is appropriate and how to document decisions made about a resident's care.	3_2018

No.	Title	Why this is useful for your care home	Version No.
24	Oxygen treatment	Guidance on oxygen assessment, benefits of treatment, delivery systems available and key points for storage.	2_2017
25	Parkinson's disease	Understanding Parkinson's disease: causes, effects, treatment and how to support residents with this long term condition.	2_2017
26	Reducing medicine waste	Top tips for reducing waste for care homes, GPs and pharmacies.	2_2017
27	Using barrier products	Advice on barrier creams, how to assess a patient using four simple questions. What products to use and some tips on applying these creams.	2_2018
28	How to write a medicines policy	Advice on writing a medicines policy that will meet the National Institute for Health and Clinical Excellence (NICE) Managing Medicines in Care Homes guidance.	2_2018
29	Self-administration of medication	You should assume that a resident can take and look after their medicines themselves (self-administer) unless a risk assessment has indicated otherwise. Includes guidance on storage and record-keeping.	2_2018

Additional resources

Care Home to GP Surgery: Medication communication form (Blue)	This form can be used if you have a query about a resident's medication. It will ensure that you provide the GP practice with the information required to consider your query.	2_2017
GP Surgery to Care Home: Communication of change to medication form (Red)	This form can be used to communicate a change to a resident's medication. It will ensure the care home has all the necessary information.	3_2017
Ordering process flowcharts	Three flowcharts to explain the ordering process for care homes, GP practices, dispensing practices and pharmacies.	3_2017
Medicines Management checklist	This checklist supplements NICE resources for implementing the guideline ' Managing medicines in care homes ', it identifies systems that should be in place and should be completed once a year.	3_2017
1. Controlled drugs audit 2. Medication administration record (MAR) chart audit 3. Storage of medicines audit	Completing these three supporting audits every one or two months will ensure your medicines policy is being followed at any point in time.	3_2017
Medication reviews in care setting - Leaflet	Information for patients and carers on medication reviews.	4_2018

This index lists all our guidance sheets and additional resources, including their version number, so that you can check that you have the most up to date version printed and/or displayed within your home. We review each guidance sheet every two years keeping them updated and adding in new information. Our guidance sheets can be found on NEW Devon CCG website, just search for '**care homes**'.