



Medication Management

Information leaflet for service users and their parents/carers

NOVEMBER 2010

Useful Explanations

Kardex

The Kardex is a blue card supplied by Prosper Fingal on which the doctor writes the medication taken by the service user.

Prescription Kardex											
REGULAR PRESCRIPTIONS											
Date Commenced	DRUG (Block letters)	DOSE	TIMES OF ADMINISTRATION					Method of admin.	Doctors signature	DISCONTINUED Date	Initials
			08.00	12.00	14.00	18.00	20.00	22.00	Other times		
A											
B											
C											
D											
E											
F											
G											
H											
I											
J											
K											
L											
M											
N											
O											
PRN and ONCE ONLY MEDICATION											
1	Date										
2											
3											
4											
5											
6											
NAME OF SERVICE USER			DATE OF BIRTH			DRUG SENSITIVITY					

Blister Pack

A blister pack is a disposable, sealed packaging system for solid medication which is prepared by a pharmacist. It has individual clear sections which can hold all medications to be taken at a given time.



Contact Information

If you have any concerns around medication management in Prosper Fingal please contact the Service Manager:

Service	Number
Skerries	01 849 0915 / 849 3600
Rush	01 843 9717
Piercetown	01 849 5046
Seatown Road	01 895 5600
Portmarnock	01 816 9926
Residential Respite	01 841 4388
Residential Housing	01 968 0284

1 We must know what medications service users take

While service users are in Prosper Fingal staff are responsible for their health & safety. We need to know about all the medications a service user is on so that we can support them safely if they:

- Become unwell when they are with us
- Need to have their medication given to them by staff
- Need to take medication independently
- Experience side-effects of medication



2 Medication must be on a KARDEX

Prosper Fingal has to make sure service users receive the correct type and amount of medication. All medication a service user is taking must be written on a Prosper Fingal blue KARDEX, by a doctor. The manager or nurse in the service can give you a blank KARDEX.

The KARDEX must include:

- Short term medication, e.g. antibiotics
- Long term medication
- The contraceptive pill/patches
- Medication to be taken as required, e.g. inhalers
- Other medication e.g. creams, ointments, eye drops, cough bottle
- Over the counter medication which you use regularly e.g. vitamins, paracetamol



3 The KARDEX must be kept up-to-date and be brought into Prosper Fingal

The KARDEX should be brought to every visit the service user has with the doctor. Any changes to medication must be recorded on the KARDEX by the doctor

The Day Service must be informed of any changes made. If the KARDEX is not up-to-date or not brought into the service there will be a problem when the service user needs to take medication.

Staff will not be able to support them, and they may need to go home to take their medication. This rule applies to respite too, so a service user may miss a holiday break or may have to go home from Cherrygarth if the KARDEX is incorrect.

Prosper Fingal can only deal with medication as it is written on the KARDEX. This includes the amount to be given and the times.

4 Taking medication in Prosper Fingal

If a service user needs to take medication when they are with Prosper Fingal they must have a Medication Management Assessment. This helps Prosper Fingal decide if the service user:

- Needs to have their medication given to them by staff
- Can take their medication independently
- Can take their medication with support

The decision on how the service user takes their medication is recorded in a Medication Management Strategy. Prosper Fingal follows the strategy to make sure no mistakes happen.

Prosper Fingal must provide safe and professional services and practices.



5 Service User and Parent / Carer Responsibilities

We ask service users and parents / carers to:

- Tell staff what medication the service user is taking. This includes short term medication e.g. antibiotics and occasional medication e.g. paracetamol.
- Give the correct medication to the service if it needs to be taken during service hours.
- Check that the Prosper Fingal KARDEX, filled in by the doctor, is kept up-to-date and is brought into Prosper Fingal if the service user needs to take medication while they are with Prosper Fingal.
- Make sure that the medication that the service user needs to take, while they are with Prosper Fingal, is brought in in blister packs. The Pharmacy can organise blister packs for you. If the medication is not in blister packs, it must be brought in in its original packaging with the pharmacist's label on it.
- Take part in the Medication Management Assessment, if needed. Refusal to take part means Prosper Fingal may not be able to give medication to the service user.
- Agree to the Medication Management Strategy and carry it out.
- Tell staff if they have any worries or concerns about the service user's medication.