

Useful Explanations

Prescription Sheet

The Prosper Prescription Sheet is a blue card, supplied by Prosper, on which the doctor writes the medication taken by the person.

PROSPER PRESCRIPTION SHEET																	
*Service User Name:		*Address:				*DOB:		*GP:									
Any Known Allergies		Any Known Sensitivity		* Weight	* Date	Comments (e.g. crushing, covert etc.):				Prescription Sheet Reviewed by Doctor							
										Signature		Date					
REGULAR PRESCRIPTIONS																	
Date	DRUG APPROVED NAME (Block letters)	Dose	Formet	Route	TIMES OF ADMINISTRATION				Doctor's Signature	Reg. No.	Discontinued Initial	Date	Start Medication Commenced	Expiry (Month/Year)	Initial	Date	
A					08.00	13.00	18.00	23.00									
B																	
C																	
D																	
E																	
F																	
G																	
H																	
I																	
J																	
K																	
L																	
M																	
N																	
O																	
ONCE ONLY / STAT MEDICATION																	
* Time:																	
* Signature:																	
Please turn over for short-term and PRN medication																	
V.5, Nov 2017 Page 1 of 2																	



Blister Pack

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



For Queries

If you have any queries around medication management in Prosper, please contact the relevant Service Manager.

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Medication Management

Prosper Information Leaflet for service users and their parents / carers

November 2017

creating choice & opportunity

1. What Prosper needs to know about medication

We need to know about all the medications that a person who attends Prosper is taking, whether at home or in day services so that our staff can support them safely if they:

- Become unwell while 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 recorded on a Prosper Prescription Sheet

Prosper has to make sure that everyone who takes medication is given the correct type and amount of medication. All the medication that a person is taking must be written by a doctor on the blue Prosper Prescription Sheet. The Service Manager can give you a blank Prosper Prescription Sheet.

The Prosper Prescription Sheet:

- Must include the person's photograph, name, date of birth and weight.
- The name of the doctor must be clearly stated, and signed in all of the relevant places.
- The drug Allergy / Sensitivity section must be completed or 'none' written where not applicable.
- Every medication must be detailed with dosage. This includes:
 - Long-term medication
 - Medication to be taken as required, e.g. inhalers
 - Short-term medication, e.g. antibiotics
 - The contraceptive pill or patches
 - Other medication, e.g. creams, ointments, eye, drops, cough bottle
 - Over-the-counter medication which are used regularly, e.g. paracetamol, vitamins

3. The Prosper Prescription Sheet must be kept up to date and brought into Prosper

The Prosper Prescription Sheet should be brought to every visit the person has with their doctor. Any changes to medication must be recorded on this sheet and Prosper must be informed of any changes made.

If the Prosper Prescription Sheet is not filled in correctly or is not brought into the service, we will have to ask that this is done before the person can be given their medication or supported to take it. For their own protection, failure to do this could result in the individual being refused attendance at a Prosper service.

Prosper does not wish to refuse a service to anyone at anytime because of errors or incomplete information on their Prosper Prescription Sheet.

4. Taking medication in Prosper

If a person needs to take medication when they are with Prosper, staff will carry out a Medication Management Assessment. This helps Prosper decide if the person:

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

The decision on how the person takes their medication is recorded in a Medication Management Support Plan. Prosper employees follow the Support Plan to make sure no mistakes happen.

Prosper must provide safe and professional services and practices.



5. Responsibilities

We ask each person and their parents / carers to:

- Tell staff what medication the person is taking, whether at home or in day services. This includes short-term medication (such as antibiotics, etc.) and occasional medication (such as paracetamol, etc.).
- Give the correct medication to the service if it needs to be taken during service hours.
- Check that the Prosper Prescription Sheet, which is filled in by the doctor, is kept up-to-date and is brought into Prosper if medication needs to be taken while the person is with us. This includes short-term medication (such as antibiotics, etc.) and occasional medication (such as paracetamol, etc.).
- Make sure that the medication that the person needs to take while they are with Prosper 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 may not be able to give or support the person with their medication.
- Agree to the Medication Management Support Plan and follow it.
- Tell staff of any worries or concerns about their medication.