

Checklist: Administering Medications from Original Packs in Care Homes

This checklist has been developed for the purpose of receiving feedback from care home staff. We would welcome feedback from care homes across London to improve this document. Please send your feedback to contact@uclpartners.com. Please note that an individual checklist will need to be carried out for each care home even if several homes fall under the same company name.

Care Home Name:

Care Home Manager:

Checklist conducted by:

Date:

Training	Yes	No
1. Have all the staff members that administer medications undergone training to administer from original packs? This could be training from your care home pharmacist, CCG pharmacist, community pharmacist, GP practice pharmacist or training from an accredited organisation.		
2. Have all the staff members who have attended the 'medicines administration from original packs' training, completed and passed a competency assessment by a pharmacist or senior nurse?		
3. Is there a named person that staff members can contact for any queries on administering medicines from original packs (i.e. the care homes pharmacist, community pharmacist or lead nurse)?		
4. Has written information been provided for staff which clearly details the considerations when administering from original packs and the 6 rights?		
5. Has a date been set for the next competency assessment? This should take place annually after initial training has been completed unless there has been a medication error, which should trigger training and assessment.		
6. Is there a system in place to learn from any errors? Note that all errors should prompt a review of the existing system for medicines administration.		

Storage	Yes	No
1. Do all the residents have a lockable medicines cupboard in their room or enough storage space in the medicines trolley for each residents' medicines to be stored separately?		
2. Is there enough storage space in the controlled drugs cupboard to store residents' medicines in the original packs?		

Any questions that have been marked as 'no' (i.e. unmet), should be reviewed and corrected before medicines are administered from original packs.

Disclaimer: Care homes using this checklist are responsible for the standard of care they provide to residents. This checklist does not replace clinical and professional judgment. UCLPartners accepts no responsibility for any errors that occur, despite completing this checklist.

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