

This guidance is to ensure that all staff in SBC Children, Families and Community Health Complex health and continuing care team know the practice required in the event they have to administer controlled drugs. This guidance must be read in conjunction with the following document: **SBC protocol for administration of medications by Health Care Assistants in Children's complex Health and Continuing Care Service**

The guidance applies to Children and/ or young people who have been prescribed controlled drugs for administration and are receiving end of life care delivered at home by the SBC Children's Complex and Continuing Care team.

Important Information:

1.A Child or young person may be prescribed a controlled drug by a hospital doctor or their General Practitioner.

The family obtains the prescribed Controlled drugs from a pharmacy and keeps it in the home as per the instructions on the medication until it is required for administration as per the Care Plan

Parent / carers who are trained nurses can, with consent, administer an oral controlled drug that has been individually prescribed for the child or young person they are working with if deemed appropriate as per the care plan. As controlled drugs are included within the legal category of prescription-only medicines (POMs), home carers who are appropriately trained and assessed as competent are only authorised to administer prescribed controlled drugs that are orally taken.

The training we provide for all our staff is as follows: www.bootscalearning.co.uk "**Care of medicines, Advanced level.**" This is done during induction with a new service user and then competences annually reviewed.

Nurses are referred to 'Standards for Medicines Management', NMC, 2008 for fuller guidance on delegation of the administration of medicinal products.

<http://www.nmc-uk.org/Documents/NMC-Publications/NMC-Standards-for-medicines-management.pdf>

2. Controlled drugs supplied by a community pharmacy can only be administered as per the guidance if they are supplied in a container with the following information provided:-

- The correct patient's name
- The correct patient's address
- Drug name and strength
- Quantity of drug supplied
- Date dispensed
- Name of GP prescribing

Controlled Drugs best practice guidance SBC Complex Health and Continuing Care team

Where a syringe driver is commenced all medication should be kept together in one container.

This is always supplied by CHC team when needed. This ensures safe storage.

3. All prescribing, whether for anticipatory medication, regular medication, or syringe driver administration will be on one medication administration record for the child or young person.

4. All SBC children's services nursing staff and carers involved in the administration of medication are expected to develop and maintain competence with regard to all aspects of medication management. This will be checked, monitored and recorded at supervision and annual appraisal.

5. Safe disposal and record keeping

SBC children's Community nursing staff and carers must not dispose of any unopened or unprepared Controlled drugs that are no longer needed.

Families or their representatives should be advised to return all controlled drugs that are no longer needed to the pharmacy that dispensed them for safe destruction. Staff must ensure that they clearly document the total amount of medication that will be returned in the care record.

6. If controlled drugs are administered as per this guidance this should be documented in the patient's notes as per the SBC recording policy and in line with professional standards.