



Medicines Management Newsletter March 2017



Welcome to our third newsletter

This edition includes:

Electronic Medication Administration Records (E- MARs)

Top tips for monthly medication ordering

Alignment of regular repeat monthly medication

Top tips for topical medicines

Electronic Medication Administration Records (E-Mars)



The Royal Pharmaceutical Society of Great Britain states the following on Electronic documentation:

- ⇒ Care settings can make use of new technologies to replace paper MAR chart documentation with electronic systems to record medication administration.
- ⇒ Any such system employed in the care setting needs to ensure that the process for medication administration follows the methodology of the six “R’s”:

Right patient	Right drug
Right dose	Right formulation
Right route	Right to refuse

- ⇒ The system employed also needs to ensure that the principles of MAR charts as outlined above, are embedded into the software as appropriate.
- ⇒ Electronic systems must ensure that in the event of a failure of the system a back up method for recording medicine administration exists. Any electronic system needs to fully comply with relevant legislation including the Data Protection Act



Monthly medication ordering top tips



- At least 2 members of the care home staff should have the training and skills to order medicines, although ordering can be done by 1 member of staff.
- Collect together MAR charts, the most recent repeat slips and any new hospital discharge documents or medication change forms.

Remember: Check carefully for changes that may have been made mid-cycle as they are often contributing factors to medication errors

- For “**as required**” items and dressings/creams, check if more stock is required (these items should not be returned if still in use unless ‘in-use’ expiry date has been exceeded)
- On the repeat slip mark clearly against all required items.
- Do not mark against any items not required this month (unmarked items will still appear on the repeat slip next time).
- On the repeat slip cross through items no longer being taken and mark “remove “
- If the repeat slip does not match the MAR sheet (e.g. different dosage directions), mark the item required and clearly write the dosage currently being taken next to the item.
- Highlight the item on the repeat slip and add a note to say “dosage different, please clarify with prescriber”.
- If an item is not listed on the repeat slip, add the full details to the bottom of the slip.
- Include the drug name, strength, form, dosage and quantity required.
- If there is not enough room to write on the repeat slip, staple an additional sheet with the patient’s name, date of birth and address as well as the details of the item required.
- Inform of any changes in allergy information.

Once the above has been completed:

1. Care Home sends (by hand delivery, fax or post as agreed) completed repeat slips to the GP surgery to generate the prescriptions. Care home keeps record of what has been ordered (e.g. photocopy)
2. GP sends prescriptions to pharmacy to be dispensed. Ideally a copy of prescription (e.g. electronic dispensing token printed by pharmacy) should be sent to care home for checking before dispensing takes place. HOWEVER please note this may not be possible.
3. Medication, new MAR and repeat slip received by Care Home for checking against the original order and the current MAR sheet for accuracy.
3. Care Home retains repeat slips ready for next month’s ordering



Alignment of regular repeat monthly medication

We know that this can cause many problems for you ,however did you know that there is a practice pharmacist and a technician in all GP practices across Sefton who can help with this?

They can ensure that your residents medicines can be ordered altogether once a month reducing the need for mid-cycle ordering.

Please contact your residents GP practice and ask to speak to the Practice Pharmacist or technician for assistance with this.



Top tips for topical medicines

- Check the expiry date of the product before use
- Record the date opened and the calculated expiry on the medicine package or label.
- Gloves should always be used when applying topical medication
- When ordering check if more stock is required next month and 'carry forward' on the MAR chart if there is sufficient stock for the next month. These items should not be returned if still in use unless the 'in-use' expiry date has been exceeded as below.



Suggested expiry of topical preparations from date of opening

<i>Medication</i>	<i>Unopened: stored following manufacturers guidance</i>	<i>Expiry date once opened</i>
Creams/ointments		
In tubs/jars	Manufacturers expiry date	One month
In tubes	Manufacturers expiry date	Three months
Pump dispensers	Manufacturers expiry date	Manufacturers expiry date.

The Medicines Management team are reviewing emollients and where appropriate changing Aqueous cream 500g tubs to Epimax cream which is the same as

We welcome your feedback about the newsletters

Please let us know -

- ◇ **What do you like?**
- ◇ **What would you change?**
- ◇ **What topics would you like featured?**
- ◇ **Would you like 'Guidance Sheets' with more in depth information on a topic?**
- ◇ **What topics would be useful?**

Email us at SSCCG.Carehomereferral@nhs.net

Contact the medicines management team on **0151 247 7146**

