Neath Port Talbot Council Logo



Swansea Council Logo

**Domiciliary Care Providers**

**Medication Record Book**

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**Social Services, Health & Housing**

**The Medication Recording Book must be completed by all Support Workers**

**when it has been assessed that the individual requires Level 1 assistance.**

**Name and address of individual:**

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**Care Provider: …………………………………………….**

**Tel: ………………………………………………………….**

**Call times: …………………………………………………**

**Community Pharmacist: ………………………………..**

**Tel: ……………………………………………………….....**

Revised Oct 2024

**Level 1 Support**

Level 1 applies to individuals who are aware of and understand their medicines regime, retain responsibility for their medicines, but may have difficulties with undertaking the task. In Level 1 the individual, NOT the Support Worker, retains sole responsibility for their medicines management and administration.

*Cognitive*:

The Individual has a small level of cognitive difficulty and requires the Support Worker to **remind** them to take their medicines. (Where possible reminder charts, alarm clocks, family telephone calls, digital aids should be used). No MAR chart is required.

*Dexterity/mobility:*

The Individual manages his/ her own medicines, asking the Support Worker for help to carry out certain tasks. These tasks must have been consented to and agreed in the Personal Plan of Care, no MAR chart is required.

It is the responsibility of the Individual to direct which package/bottle/topical medication they require assistance with (opened/closed/placed in mouth and stored) and all tasks are completed within sight of the Individual. At no time during assistance is the medication not within sight of the Individual.

The exact assistance given on each visit should be documented in the Domiciliary Care Providers Medication Record Book.

Level 1 procedure


**Level 1 support using a dosette box (MDS)**

MDS are sometimes considered for individuals to enable independence with medicines if they have difficulty in using original containers. However, MDS can be problematic and the individual should have an individual assessment to ensure this is a suitable option for them.

When providing Level 1 support with a MDS (Pharmacy, Family or self-filled), the individual must be able to identify the correct compartment and direct you accordingly. If the individual selects the wrong compartment, you must not support and contact your supervisor for advice immediately.

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| **LEVEL 1 SUPPORT - Support Workers MUST NOT:** |
| * Assist in any way that is not clearly documented in the Delivery Plan and written consent obtained. * Assist with medications out of sight of the Individual. * Fill compliance aids on behalf of the Individual. * Read out instructions etc on packaging for Individuals. * Offer advice or recommendations regarding medication. * Take direction from Individual’s family or friends regarding medications/ordering/collection. * Must not administer injections/suppositories/pessaries/enemas. * Force or coerce the Individual to take medication. * Crush tablets or open capsules. * Undertake any medication task that they do not feel adequately competent to undertake. * Must not assist with oxygen where no assessment/care plan has been completed by the CMMT or Oxygen Assessment Nurse. * Make any adjustment to the dose set when assisting with the administration of oxygen. |

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**THE MEDICATION RECORD BOOK**

Must be kept with the Service Support Plan

The Medication Record Book will be audited within the Domiciliary Service Provider monitoring process.

When the Medication Record Book is full it must be returned to the Domiciliary Service Provider

Domiciliary Service Provider:

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Address

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Tel no.

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