

Covid-19 (Coronavirus) - Safe System of Work

C050 Medication Administration Support - Protocol

Version 3 10/08/2021

This safe system of work is to help protect everyone who attends, works or visits this building from Coronavirus.

Please note: The [Medication Policy](#) and [Policy](#) still needs to be complied with, this guidance should be used to compliment these documents during the Covid-19 Pandemic

Managers must ensure that prior to any day services reopening a full audit of medication needs take place, including:

- Medication is still required by the customer
- Medication is in date
- Dosage is correct
- Quantities correlate with customer MAR sheet on service closure
- Quantities are adequate for customers who are returning to day services

Managers should also ensure that all staff:

- are medication trained
- have completed the Medication e-learning training course
- have completed the Infection Control e-learning training course

Managers should also ensure that:

- all medication cupboards, tablet dispensers and plastic cups etc. are cleaned thoroughly prior to services opening and throughout the day at the point of use.
 - a supply of disinfectant / sanitiser /and cloths is kept in each medication area for use following each medication administration.
 - Rota's identify which staff members are responsible for handling medication for each day
- Please note:** Wherever possible a staff member from each pod/bubble should be responsible for dispensing medication to customers within their own pod/bubble.

All staff should:

- follow all [Handwashing Guidance](#) prior to dispensing medication
- wear full PPE when administering medication in line with [PPE Staff Guidance Table](#)
- ensure that all equipment e.g. medication cups to be washed / sanitised following every use
- ensure that customers do not leave their pods to go to the medication area unless there is a medical need for this e.g. enteral feeding or medication administered through this means