



Care Homes Advisory Team

Generic SOPs – Care Homes

The national minimum standard for all care homes is that the records (MAR sheets) detail for each person:

- medicines received
- all medicines currently prescribed
- medicines administered
- medicines leaving the home
- medicines for disposal

The procedures outlined below should be followed at all times in order to ensure that the Care Home maintains full compliance with these requirements.

Administration of Medication

The following procedure must be repeated for each medication for each service user in turn.

1. Check the MAR Chart to see which medications should be administered at the same time
2. Find the medication to be administered, ensuring that all medication including externals and PRN medication are available
3. Check that the instructions on the label of each medication are the same as the information on the MAR Chart
4. Dispense the medication into a suitable container without handling it.
5. Where necessary the service user their name prior to offering the medication.
6. Ask the service user if they wish to take their medication, including PRN items, recognising their right of refusal

7. Administer the medication, ensuring that the service user is in a position to take the medication safely and correctly
8. NEVER leave medication with the service user to be taken later unless they have been assessed as capable of self medication. This information is available in their care plan
9. NEVER administer medication that you have not dispensed yourself