

## Medicines Optimisation

### Best Practice Guidance for Care Homes – *Bulletin 17*

#### Responsibilities of checker/witness for the administration of Controlled Drugs in Care Homes

##### KEY MESSAGE:

- When administering controlled drugs, a second member of staff should witness this process.
- Providing a second check and acting as a witness should preferably be carried out by staff trained in medication administration. If this is not the case, the member of staff should understand the process and their responsibilities prior to carrying out the check. In exceptional circumstances any member of staff is able to witness the process.
- Prior to administration, entry into the controlled drug register must be made by the administrator when the medication is removed from the controlled drugs cabinet.
- **Be confident to challenge any error found**, regardless of rank and/or status of the person administering the medication.
- **Responsibility and liability are not only with the person administering the medication but also with those acting as checkers and witnesses.**
- **The checker should carry out the process independent of the administrator and receive confirmation at each stage, as listed below in the check list.**
- Midazolam administered for seizures is exempt from recording so does not require witnessed administration.

##### CHECK LIST

1. Right resident
2. Right medication
3. Right route
4. Check expiry date of medication.
5. Sign controlled drug register once happy all the above checks are confirmed as correct.
4. Right Dose
5. Right Time
6. Right to refuse

After administration the MAR chart to be countersigned by the checker/witness\*\*

\*\* If the medication is subsequently not administered, the member of staff responsible for administration must place the medication in a labelled, sealed, clearly marked bag and return it to the controlled drug cupboard for disposal or return at a later date. The controlled drug register must be annotated to reflect this, which will need a countersignature by the checker/witness.

1. Regulation 22 of the Health and Social Care Act 2008 for adult care homes.
2. NICE guidelines [SC1] Managing medicines in care homes Published date: March 2014 <https://www.nice.org.uk/guidance/sc1> (accessed 10.10.2023)
3. NICE guideline (NG46) Controlled drugs:safe use and management April 2016 <https://www.nice.org.uk/guidance/NG46> (accessed 10.10/2023)

<b>Title</b>	Best Practice Guidance – Responsibilities of checker/witness for the administration of Controlled Drugs in Care Homes
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