

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177
Registered Charity No: 272688

HALF MOON YARD, HIGH STREET, HEMEL HEMPSTEAD, HP1 3AE

Phone 01442 262746

E mail: info@thecentreinthepark.org

ADMINISTERING USER'S MEDICATION

Oral medication can be given to members attending the Day Centre.

MEDICATION MUST BE CLEARLY MARKED WITH MEMBER'S NAME, DOSAGE AND TIMES TO BE GIVEN.

1. Medication cannot not be stored on the premises.
2. Always check users name and medication carefully before administering. If in doubt, check with a senior member of staff.
3. When administering medication, always stay with the user until medication has been taken and then sign the daily record book.
4. Always read labels and instructions on eye/ear drops. Check expiry date before inserting.
5. Never give user's medication not prescribed for them or use others medication i.e. pain relief.
6. Inhalers can be given when needed. They should be kept clean and labelled with user's name and dosage. NEVER use other user's inhaler for anyone else.
7. Oxygen can be given when required. Always keep mask and tubes clean and set gauge at required level as per instructions from district nurse or family.
8. Creams can be applied externally. Always read labels and instructions.
9. No injections will be administered at the day centre. If insulin is required by any member, the district nurse will be contacted.

Created September 2013

Reviewed and approved July 2017

Hemel Hempstead Day Centre Ltd is a non-profit making company 'Limited by Guarantee' the sole purpose of the company is to provide for the comfort and welfare of its members who are elderly residents of the Borough of Dacorum