**5 Medication Administration in Occupational Health**

**A STORAGE OF MEDICINES**

* Most vaccines can be stored between 2 – 8 degrees centigrade
* A named person should have responsibility for vaccine storage
* The contact number for the local pharmacy should be available
* A maximum / minimum fridge thermometer should be placed in the middle of the fridge
* Maximum and minimum readings should be taken every working day and if above or below the recommended temperature the pharmacist should be contacted for advice
* Vaccine which has been allowed to freeze should be discarded
* Fridges should not have a build up of ice which will affect temperature control
* The fridge must not be packed tightly, air must be allowed to circulate
* Always check expiry dates and place the oldest vaccines near the front of the shelf
* Store vaccine vials in manufacturer’s box to protect from light and have instructions at the ready
* Remove only one vaccine at a time to prevent warming
* Opened multi-dose vials should be discarded 4 hours after opening, but where possible use single dose vials
* No food or drink or specimens should be stored in the vaccine fridge since it encourages opening of the door and variations in temperature control

**B AUTHORISATION FOR ADMINISTRATION OF MEDICINES**

The authorisation to administer the above medication is in accordance with Patient Group Directions (PGD) .

Patient group directions allow healthcare professionals to supply and administer specified medicines to pre-defined groups of patients, without a prescription.

ScotNursing Ltd. is the organisation which delivers the service to courts and holds the appropriate documentation, duly signed by a doctor, which authorises nurses to autonomously assess and if necessary administer medication from the above list.

**C ADMINISTRATION UNDER A PGD**

According to NICE Guidelines when practicing under a PGD nurses should:

* Not delegate their responsibility
* Ensure that they can determine that the patient meets the inclusion criteria as set out in the PGD
* Ensure that they can determine that no exclusion criteria apply
* Discuss alternative options for treating the patient’s condition where appropriate
* Assess each individual patient’s circumstances and preferences
* Recognise when signposting or referral to another health professional or service is needed as specified in the PGD
* Be able to advise the patient about the medication included in the PGD
* Understand relevant information about the medicines included in the PGD such as:
  + How to administer the medicine
  + How the medicine acts within the body
  + Dosage calculations
  + Potential adverse effects and how to manage them
  + Drug interactions, precautions and contraindications
  + Storage requirements including maintenance of the ‘cold chain’
  + Follow up arrangements

**D DOCUMENTATION FOLLOWING ADMINISTRATION (NICE Guidelines)**

Nurses should document the following information about the clinical assessment and administration of the medicines:

* Date and time of administration
* Patient details such as name, date of birth, allergies, previous adverse effects and how the patient met the criteria of the PGD
* Details of the medicine, such as name, strength, dose, frequency, quantity, route and site (if vaccination) of administration. Record the batch number and expiry date for vaccines by removing the label from the vaccine and sticking on the patients file note.
* A statement that supply or administration is by using a PGD
* Name and signature of the health professional administering the medicine
* Relevant information that was provided to the patient
* Whether patient consent to treatment was obtained.

**E TRAINING**

Administration of vaccines shall only be carried out by staff who have undertaken the Vaccination/Anaphylaxis Training