

(Appendix 1a)
Self Administration of Medicines
Patient Information Sheet

Before you came into hospital, you may have been responsible for taking your own medicines, with or without the help of a relative or carer. It is important for you to understand your medicines, how and when to take them, and what you are taking them for. You should be offered the opportunity to continue your medicine taking as you were at home, if this is appropriate for you. You also need to be able to open the containers and read the labels easily, and become familiar with any new medicines that you have started during your hospital stay.

The Self-administration Scheme is designed for patients who are fully able to take responsibility for their medicines whilst they are in hospital, and also for patients who need to practice taking their medicines under the supervision of a nurse before they go home.

Before you start the Self-administration Scheme, a nurse or pharmacist will:

- Ask you if you would like to administer your own medicines
 - Ask you if you have any difficulties opening medicine containers or reading the labels
 - Explain to you what all of your medicines are for
 - Show you how and when to take your medicines
 - Listen to any problems you may be having with your medicines, and answer any questions
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- If you need it, the Pharmacist or Pharmacy Technician will give you a card showing you what all of your medicines are called, what they are for, how much you should take, and the times of day you should take the medicines

The pharmacist will also discuss with you the common side effects of your medicines, and how these can be reduced. Please ask any questions you may have about any of your medicines.

Whilst you are in hospital, please tell the nurse who is looking after you if:

- At any time you feel that you cannot cope with administering your own medicines
- You have any doubts about what you should be doing with your medicines

If you agree to be included in the Self-administration Scheme, your medicines will be stored in a locked cupboard or drawer at your bedside.

- If you need to learn about how to administer your own medicines, the nurse looking after you will have the key to the cupboard or drawer. They will open this at medicine times, and help you to select the correct medicines at the right time. This is called 'Level One'
- When you have been administering your own medicines for a little while, and are almost able to do this without help, the nurse will open the cupboard or drawer and observe you taking your medicines, helping where needed. This is called 'Level Two'
- Once you are fully able to take your medicines without help from the nurse, you will be given the key to your personal medicine cupboard or drawer. The nurse will check with you once a day, to make sure that you have not had any problems. This is called 'Level Three'

If you feel that you would like to stop self-administering your medicines at any time, please tell the nurse who is looking after you. This will not have any adverse effect on your care.

When you leave hospital. Please remember to return the key for the locker to your nurse.