**Appendix 4 - Covert Administration of Medication Management Plan**

This information should be included in the patient’s care plan and with the medicines administration record (MAR) sheet.

- Instructions for administration must specify clearly how each medicine is to be administered.

- If possible, the prescriber should include additional instructions on directions on the prescription for community pharmacists to add to dispensing label.

- Include any cautions such as temperature/types of food to avoid.

Practical points for care staff:

* Before administering medication covertly the patient should be encouraged to take it in the normal way.
* Care home staff should be aware of personal preferences for administration through the care plan.
* In general, the medication(s) which are to be administered covertly should be mixed with the smallest volume of food or drink possible.
* Try and add the medicine to the first mouthful of food so that the full dose is received.
* The medication must be administered immediately after mixing it with food or drink.
* Consider the taste and other possible effects of the medicine, particularly if tablets are crushed or contents removed from capsules
* Different medicines should not be mixed together in food or drink as this cannot be quantified and also could be unsuitable to be mixed together.
* Covert administration must be recorded on the MAR chart (e.g. sign and use a specific code if necessary)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Patient** |  | | |
| **Date of Birth** |  | **Location** |  |

|  |  |  |
| --- | --- | --- |
| **Medication** | **Form** | **Advice (How to administer medication)** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Pharmacist signature: Date:**

**Senior Carer/Nurse Signature: Date:**

**Prescriber signature: Date:**

Report to GP at next contact if:

• Covert administration results in a refusal to eat or drink

• It appears that the full dose of medication has not been taken (make a note on MAR chart)

• There appears to be a deterioration in the patient’s health and well-being.