

Patient information on self-administration of medicines

Patient information sheet

Introduction

The self-administration of medicines programme at Royal Papworth Hospital allows certain patients to take control of their own medicines while they are in hospital if they wish.

The nurse/pharmacist will explain the programme to you first and give you time to read this information leaflet so that you can make an informed decision as to whether you would like to be considered for this programme.

Through this programme we aim to help you:

- Understand the purpose of your medication.
- Know how to take your medicines correctly and safely.
- Be aware of potential side effects.
- Understand more about your condition.

If you agree to participate in the self-administration of medicines programme you will be asked to sign the statement of consent at the end of this leaflet.

Your medicines will be locked in the locker – you will agree a keycode with your nurse, or if you are on day ward you will be given a key to a locker, or you will be instructed to keep your medicines safely out of sight in your belongings.

How the system operates

1. The nurse/pharmacist will check that the medicines you have brought into hospital with you have been prescribed on Lorenzo (our electronic prescription chart) or, for day cases, that you have an up-to-date list of your medicines (eg copy of your repeat prescription, access to GP Connect) available on the ward – if there are any medicines you have not brought with you please bring this to the attention of the nurse/pharmacist. For areas where ward pharmacist assessment is required this service runs Monday-Friday, so there may be a delay before you can begin to self-medicate. Until the assessment is completed, the nurse will administer your medication as prescribed.
2. Your medicines will be locked in the locker. Controlled drugs (CD) are locked in the ward CD cupboard for nurse administration. On ward 4 South, theophylline (Uniphyllin®) is locked in the ward cupboard for nurse administration. The following medicines are allowed outside the locker for timely administration:
 - Glycerol trinitrate spray/tablets.
 - Inhalers/nebulisers for asthma/COPD.
 - Pancreatic enzymes.
 - Insulins for those who have been assessed to self-administer.

Author ID: Ward sister
 Department: 4 South respiratory
 Printed: January 2025
 Review date: January 2027
 Version: 2
 Leaflet number: PI 214



Large print copies and alternative language versions of this leaflet can be made available on request.

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3. Continue taking your medicines as usual, unless you have been asked to omit any whilst in hospital. If requested, please complete any paper record of the medicines you've taken (eg Blue Book for transplant patients, or a daily printed chart on 4 South) and communicate with your nurse so they can document this on the electronic system. When you require a further supply of your medicine, either:
 - Ask your ward pharmacist at their next visit (do not wait until you completely run out of medicine as sometimes it takes a couple of days to order supplies)
 - Tell the nurse when they come to document your medication.
4. An appropriate supply of your regular medicines will be dispensed by the pharmacy if required, taking into account the supplies you have brought with you, with a full discharge label, ie your name, the name of the medicine and directions for use will be on the label so that you can take them home on discharge. Any newly prescribed medicines will be

dispensed in appropriate quantities in accordance with the prescribers intentions eg 'x days' for short courses with defined stop dates, or 28 days supply of medicines to continue post discharge.

5. If any of your medicines have not been prescribed or if any changes have been made that you are not sure about, please bring this to the attention of the nurse/ pharmacist. It is important that you take the correct medicines and that we have an accurate record of what you have taken.
6. When you are discharged you will be given the medicines from your locker and any other medicines you need will be dispensed from pharmacy – you should be discharged with at least a two-week supply of all new or changed medicines, as well as any of your other regular medications where these have been used up in hospital. If you have used up your own medicines in hospital these will be replaced. Where you receive your medications after discharge will be stated on your discharge summary.

Consent:

I would like to take part in the self-administration programme and agree to the use or disposal of own medicines while in hospital. I understand that I can withdraw my consent at any time by informing my nurse or named registered practitioner. It is important that you only take medications that are prescribed for yourself.

Patient signature:

Date:

Registered practitioners signature:

Once signed, this form will be photocopied and stored on your records.

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