



Delegating Medicines Administration during the Covid-19 Pandemic

Rationale:

During these challenging times, the capacity of many health and social care teams will be stretched to the limit.

To ensure the best interests of a person are met, care staff may be asked to carry out a task which has previously been carried out exclusively by a Registered Nurse (RN).

Which tasks can be delegated?

There does not appear to be a definitive list but the principles are as follows:

- Some medicines cannot routinely be given by care workers e.g. insulin, medicines administered via a feeding tube
- The RN must be **confident** that the care worker is **competent** to take on the task
- Delegation must always be in the person's best interest
- Consent should be obtained from the person being supported

Guidance:

CQC "Delegating Medicines Administration" (Updated 7th April 2020)

<https://www.cqc.org.uk/guidance-providers/adult-social-care/delegating-medicines-administration>

RCN Guide to Accountability and Delegation in the Workplace for the Nursing Team (Sept 2017) www.rcn.org.uk/professional-development/accountability-and-delegation



Responsibilities of the RN

The Registered Nurse must:

- 1 Only delegate tasks that are within the care worker's competence
- 2 Assess the whole process to identify any risks (this may include the requirement for PPE (Personal Protective Equipment))
- 3 Provide specific training and regular competency checks
- 4 Make sure the care worker is adequately supervised and supported
- 5 Make sure the outcome of the delegated task meets the required standard
- 6 Support the care worker with ongoing development to make sure their competency is maintained



Responsibilities of Care Workers

Care workers must:

- 1 Receive specific training for the delegated task
- 2 Make sure they feel comfortable in carrying out the task safely and correctly
- 3 Administer the medicines in line with the prescribed instructions
- 4 Make sure they accurately follow the details in the person's care plan
- 5 Understand their limitations
- 6 Know when and how to seek help and escalate concerns
- 7 Know what to do in an "out of hours" situation
- 8 Know what to do if a person refuses their medicines



Responsibilities of the Care Organisation

Care organisations must:

1

Make sure specific training is provided from the RN which is person-specific, task-specific and care worker-specific

2

Make sure full records of training given including dates are kept

3

Make sure regular competency assessment checks are carried out by the RN and records kept

4

Make sure care staff are supervised properly until they are competent

5

Make sure clear guidelines and protocols are in place so the care worker is not making a standalone clinical judgement

6

Make sure both the RN and care worker understand accountability, liability and responsibility. Make a record of their understanding of this

7

Make sure the individual's care plan is detailed and specific



Responsibilities of the Care Organisation

Care organisations must:

8

Consider how to obtain consent

9

Make sure the care worker's responsibility is covered in the organisation's Medicines Policy

10

Make sure the role is covered within the care worker's job description

11

Make sure the insurance policy covers delegated tasks