## Appendix 1 – Patient Information Leaflet

**Self-Administration Of Medicines In Hospital: Information Leaflet**

**What is Self-Administration of Medicines (SAM)?**

SAM is a programme used within the ward to enable patients, carers or parents of children to be responsible for taking (or giving) the patient’s own medicine whilst they are in hospital without waiting for a nurse or midwife to administer it.

Throughout this leaflet we will refer to patients taking their own medicines; for the purpose of explaining the programme this also includes carers and parents giving their relative or child their own medicines.

**Why am I being asked to think about taking my own medicines in hospital?**

Some medicines need to be taken at particular times of the day. Being able to take your own medicines, when you need to, supports independence and reduces the risk of your medicines being given late. This programme may also help improve your knowledge about your medicines. You may have been in hospital for a while and need to build up your confidence in relation to taking your medicines. Self-administration of medicines will help you do this before you return home.

**I think I would like to take part in this programme, what happens next?**

The healthcare professional will ask you a series of questions to make sure you have an understanding of how and when to take your medicines. If it is felt that you need a bit more help with this, education and support will be given to you before you are fully enrolled in the programme.

If you are both in agreement and you wish to proceed you will be asked to sign a consent form; this is to make sure there is a documented record that the programme has been explained to you by a healthcare professional, you have been given a chance to read this information leaflet and that you have had any questions you may have answered.

Following this the staff will explain:

* What medicine(s) you have been prescribed, how to take them, the frequency of when the medicine(s) are to be taken and why you require them.
* The potential side effects of any medicines.

There are different levels to the programme depending on the amount of support you need to take your medicines yourself. The levels are:

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| --- | --- |
| **Levels of Supervision** | |
| Level 1 | The nurse/midwife administers the medicines, giving full explanation |
| Level 2 | The patient administers the medicines, with nurse/midwife supervision |
| Level 3 | The patient administers the medicines without nurse/midwife supervision. At this point, the patient is given the key to their medicine cabinet, thus taking responsibility for storage as well as administration |

If you would like a chart so you can keep track of when your medicine(s) are due and when you have taken them please ask the nursing staff. The nurse or midwife will regularly ask whether you have taken the medicines that were due. This is important so that they can record on your prescription and administration record that you have had them.

**How do I store my medicines?**

Your medicines will be stored in a locker beside your bed or in some wards the ward medicines trolley or cupboard. In wards with lockers beside your bed the nurse or midwife looking after you will provide you with instructions on how to use the locker and answer any questions you may have.

**What are my responsibilities?**

* Always ensure you lock your medicines away so another patient or visitor in your room doesn’t accidently take your medicines by mistake
* Please do not share your locker key/combination with anyone else
* Never take more than the dose indicated on the label
* Never share your medicines with anyone else
* Record the medicine(s) you have taken on the chart provided if you are using one
* If you are unsure at any time please ask a member of nursing/midwifery staff

**What do I do if I have problems with the medicines I am taking?**

Please highlight any concerns with a nurse or midwife as soon as you have identified them and they will contact a doctor who will review your situation if appropriate.

* Regular medicines – if you have questions about whether you should continue to take your regular medicines while in hospital please speak to your nurse or midwife.
* Painkillers –If at any point you feel you are still in pain despite taking your usual painkillers it is important that you speak to your nurse or midwife who will be able to support and advise you.

**I don’t think I would like to take part in this programme, what happens next?**

Just let your nurse or midwife know you do not want to take part and they will continue to give you your medicines at the times they are due.

**Can I change my mind?**

Of course, if you change your mind and decide you would like to take part let your nurse or midwife know and they will go through the steps described above with you.

If you agree to take part in the programme and change your mind just let your nurse or midwife know and you will be withdrawn from the programme. You can always join again when you feel a bit better or are more confident with the medicines you will be taking.

**What if I’m not able to take my medicines?**

Your nurse or midwife will keep a check on how you are getting on with taking your medicines. If for any reason they think it is best for you to temporarily withdraw from the programme they will discuss this with you. This might be because of changes in your condition or awareness.

**If at any point during your stay you have any questions please ask a member of nursing/midwifery staff who will be happy to help you.**

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