

TEMPORARILY AMENDED FOR COVID PANDEMIC:

Valid until April 2021

Standard Operating Procedures (SOPs) and competency assessment tool for the administration of nose drops in community settings.

*All Staff required to use these Standard Operating Procedures MUST have received QCF level 2 or above training and been assessed as competent in each relevant procedure

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Responsible dept / director:	Executive Director of Nursing Pharmacy and Medicines Management Local Authorities				
Approved by:	MPPP, DTG, Care and Social Services Inspectorate Wales (CSSIW), Domiciliary Care Forum and Care Forum Wales Area Nurse Directors Deputy Executive Director of Nursing				
Date approved:	November 2015 / June 2020				
Date activated (live):	November 2015				
Documents to be read alongside this document:	<ul style="list-style-type: none"> Standards of best practice and standard operating procedures for medicines management for all care settings final April 2020 Standard Operating Procedures (SOP's) for Domiciliary setting in North Wales Standard Operating Procedures SOP's) for Care Home setting in North Wales Dougherty L. & Lister S. (2011) The Royal Marsden Hospital Manual of Clinical Nursing Royal Pharmaceutical Society Professional Guidance on the Administration of Medicines in Healthcare Settings. (January 2019) The All Wales Guidelines for Delegation Health Education and Improvement Wales for Health and Social care (HEIW 2020) National Guiding Principles for Medicines Support in the Domiciliary Care Sector (ADSS Cymru 2019) COVID- 19 Medication administration training (HEIW 2020) 				
Date of next review:	April 2021				
Date EqIA completed:	Nov 15 (Overarching Policy MM01)				
First operational:	November 2015				
Previously reviewed:	Dec 2016	Feb 2019	April 2020		
Changes made yes/no:	yes	yes	yes		

Standard Operating Procedure for the administration of nose drops in community settings.

This SOP **must only** be used for citizens / patient's / resident's who have capacity to consent to treatment. If the citizen/ patient / resident deem to lack capacity at the time of treatment the carer **must** refer back to the GP/ Practice Nurse or District Nurse team and **must not** proceed with the treatment.

Definition of consent, capacity and refusal (Medication administration HEIW 2020)

Consent – this is when an individual gives their permission to receive care from another person. For consent to be valid, it must be voluntary, informed and the individual consenting must have the capacity to make a decision.

Capacity – for an individual to have the capacity to give consent, they must be able to understand the information given to them and use this information to make a choice.

Refusal – an individual who has the capacity to make a decision, can refuse treatment and that decision must be respected

Care must be given in the best interest of the citizens / patient's / resident's. The primary motivation for delegation is to meet the health and social care need of the individual. Each organisation will have a consent policy in place and this should be complied with (All Wales Guidelines for delegation (HEIW) 2020)

	Action	Rationale
	Delegation of this task must be given by the nurse or manager caring for the patient/ citizen/ resident	Manager/ registered nurse remains responsible for the delegation
1	Explain and discuss the procedure with the patient/citizen/ resident and obtain verbal consent	To ensure that the patient/citizen/ resident understands the procedure and gives their valid consent
2	Before administering any prescribed medication, look at the patient/citizen/residents MAR or equivalent chart and check the following:- <ul style="list-style-type: none"> • The correct patient/citizen/resident and DOB • Correct medication is selected –name of medicine, dose and frequency • Date and time of administration • Expiry date • Allergy status 	<ul style="list-style-type: none"> • To minimise harm • Establish patient/citizen/residents identity • Ensure all products are fit for use with valid expiry date and not damaged (don't use if damaged) • Ensure patient/citizen/ resident is not allergic to the particular medicine
3	Wash hands thoroughly with soap and water and/or bactericidal alcohol hand rub, and apply apron and well-fitting gloves.	To ensure the procedure is as clean as possible and minimise cross infection.
4	Ask the patient/ citizen/ resident to blow their nose to clear the nasal passages, if appropriate	To ensure maximum penetration for the medication
5	Ask the patient/ citizen/ resident to tilt their head as far back as possible or lie down on their back on a flat surface (such as a bed) and hang their head over the edge Kneeling forwards or bending forwards is an	To obtain a safe optimum position for insertion of the medication This is so that the liquid does not immediately run out of the nose or down the back of the patient/ citizen/ resident's throat

	alternative, but it is harder to stay in that position for 2 minutes after administration of drops	
6	With the non dominant hand gently push upward on the end of the patient/ citizen/ resident's nose	To aid in opening the nostrils
7	Avoid touching the external nares with the dropper and instil the drops just inside the nostril of affected side	To prevent the services user from sneezing
8	Ask the citizen to sniff back any liquid into the back of the nose or to maintain their position for 2 or 3 minutes	
9	Discard any remaining medication in the dropper into the sink before returning it to the container. Clean the dropper tip with warm water. Cap the bottle right away.	To reduce the risk of cross infection
10	Instruct patient/ citizen/ resident not to blow their nose	To maintain the medication in contact with nasal passages
11	Remove gloves and dispose of them appropriately Wash hands thoroughly with soap and water and/or bactericidal alcohol hand rub	Infection prevention and control
12	Record the administration on appropriate charts and in patient/citizen/residents care plan	To maintain accurate records

**Competence document for Care Workers Healthcare Support
Workers/Assistants for the administration of nose drops in Community
Settings**

NB. Only staff nominated by manager may undertake this competence.

HCSW Name & Signature:

Base/ Area :.....Date

Assessor Name:

PRACTICAL ASSESSMENT

To be completed on at least 3 occasions with assessor

A signature **MUST** be obtained by the assessor for each element of the competence

The Healthcare Support Workers/Assistants/ Care Worker must achieve ALL outcomes before he / she can be deemed competent

		Witnessed practice			Assessors signature & Date
		1. Date	2. Date	3. Date	
1	Delegation of this task must be given by the Nurse or manager caring for the patient/citizen/resident				
2	Explain and discuss the procedures with the patient/citizen/ resident. Gains verbal consent.				
3	Before administering any prescribed medication, checks the patient/citizen/resident's Medication Administration record (MAR) or equivalent chart for the following. <ul style="list-style-type: none"> • The correct patient/citizen/resident and DOB • Correct medication is selected –name of medicine, dose and frequency • Date and time of administration • Expiry date • Allergies 				
4	Washes hands thoroughly with soap and water and/or bactericidal alcohol hand rub, and apply apron and well-fitting gloves.				

5	Asks the patient/citizen/ resident to blow their nose to clear the nasal passages, if appropriate				
6	Asks or assists the patient/citizen/ resident into an appropriate position for administration of nose drops.				
7	Avoids touching the external nares with the dropper, instils the drops just inside the nostril of affected side				
8	Asks the patient/citizen/ resident to sniff back any liquid into the back of the nose or to maintain their position for 2 or 3 minutes				
9	Discards any remaining medication in the dropper appropriately and cleans the dropper tip with warm water before returning the dropper to the container.				
10	Instructs patient/citizen/ resident not to blow their nose				
11	Removes gloves and disposes of them appropriately Wash hands thoroughly with soap and water and/or bactericidal alcohol hand rub				
12	Records the administration on the MAR or equivalent chart and document in the patient/citizen/ resident's care plan				

Assessor's Name: Designation:

Date:

Copy of completed competence document to be given to manager to file in personal file

How to administer nose drops

