

Protocol for Medicines Management on Transfer into Care Home

Step 1: Care Home Placement

Care Home agrees placement of a person at care home following assessment in a hospital, other home or their own home.

Note: If transfer is from an acute hospital then two weeks medication will be supplied – information on medication should be requested from the hospital on transfer to ensure a MAR sheet is prepared.

Step 2: Care Home Transfer Arrangements

Prior to arranging transfer, the Care Home must confirm GP registration for the individual.

Step 3: Care Home Register with New GP

If new GP registration required at new placement, Care Home must:

- Contact current GP to request information required for transfer including past medical history and a list of current medication (if not hospital transfer).
- Arrange for at least two week supply of medication to be available (if not hospital transfer).
- Contact new GP for new registration form.
- Complete registration form and send with details from previous GP.
- Ensure pharmacy who supplies medication is aware of changes.

OR

Step 3: Care Home Contact Existing GP

If GP remains unchanged from current registered GP – Care Home must:

- Inform current GP of change of address.
- Ensure sufficient supply of current medication.
- Ensure the pharmacy who supply medication are aware.
- Arrange for a GP review once the individual arrives at the new home within two to three weeks as appropriate.

Step 4 New GP Registers Patient

New GP registers new patient and imports medical records and new GP should check medication prescriptions and past medical history and contact previous GP if any uncertainties.

Step 5: Transfer of Patient to Care Home

Patient should not be transferred until medication is available at the Care Home and records have been checked by the clinician and care home to facilitate safe transfer and meet individual needs.

Step 6: Care Home Arranges with New GP to Review Patient

New GP appointment to review patient and their medication within two weeks – either at Care Home or at the surgery as appropriate.

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