

Medication Template & Handling Medicines



Patient's name:

Name of medicine and strength (for example, mg)	Dosage (for example, number of tablets or puffs)	When to take dose (for example, morning, evening, or 'as required')	How to take dose (for example, by mouth on empty stomach)	Reason for taking it (for example, to treat nausea)

Regular doctor's name:

Doctor's phone number:

Name of regular pharmacy:

Pharmacy's phone number:

Handling Medications

- Some medicines need to be stored in specific ways. Your pharmacist will tell you how and where each medication should be stored.
- Always check the label on medicine boxes or containers to ensure that you are giving the right medicine at the right time to the right person.
- Not all medicines are taken orally (by mouth), so check first. Some medicines may need to be given by injection, via a skin patch, or by other means.
- Sometimes people are given a list of medicines, what they are for, and when to take them. If you haven't got a list and would like one, speak to your doctor or health care team about how to get one.
- Some medicines should be given at a certain time (each day) and others are 'as required'. For example, some pain medication should be taken only when the person gets pain, whilst others are given at specific times of the day and night (that is, regularly).
- If there are many tablets to be taken, consider using a pill box, which allows tablets to be put in compartments so that it is easier to remember which ones need to be given and when to give them. Pill boxes are available at the chemist and can be filled by you or the pharmacist. Another alternative is a 'webster' pack, which is a weekly pack of all medications made up by the pharmacist.
- If syringes and needles are being used, ask about safe disposal using a 'sharps disposal container', available from the chemist or local council.
- It is common for medicines to change. When a medicine is no longer needed, it should be discarded to avoid accidental use. Unused medication should be returned to the chemist for safe disposal. If there is a chance the medicine may need to be used in the future, store it in a safe, cool and dry place, away from the medicines you are using regularly.
- If you only have a small amount of a medicine left, speak to the doctor or health care team to arrange another prescription. Try to avoid having to do this on the weekend.
- If swallowing is difficult for the person you are caring for, check with the pharmacist or your doctor if it okay to crush the medicine first.
- If you feel unsure or have questions about a medicine, the medication box or container will have written instructions on it. If you are still unsure or you are worried, please speak to a pharmacist for advice.

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