

MERSEY CARE NHS TRUST – HOW WE MANAGE MEDICINES

MM 17 The Transportation of Medication in the Specialist learning Disabilities Division

Medicines Management Services aim to ensure that

- (i) Service users receive their medicines at times that they need them and in a safe way.*
- (ii) Information on medicines is available to staff, service users and their carers*

KEY ISSUES

Medicines Management Procedure – MM17

Approved by Calderstones Clinical
Workstream

Author(s)

Edited by L Knowles

Version 1.2

Name of Originator/Author: L. Bailey,
Pharmacist

For Review

June 2017

This procedure replaces Calderstones
Procedure No. M5.0 dated 1.02. 14

CONTENTS

SECTION		PAGE NO
	SUMMARY OF AMENDMENTS	3
1	PURPOSE	4
2	ROUTINE COLLECTION	4
3	ROUTINE DELIVERY	4
4	NON ROUTINE DELIVERY	5
5	WARD STAFF COLLECTION FROM ELHT	5

SUMMARY OF AMENDMENTS

Section 6 – Equality and Diversity Statement

Section 2 - Routine Collection

- Completed monthly order form informing if ad hoc items such as inhalers and creams are required or if there is excess stock.

Section 3.3 - Blue bags with identifiable sticker and serial numbered closures will be used for delivery of controlled drugs - signatures will be required in the usual manner. Registered Nurses only may collect these.

Section 4 - There will be a routine delivery of medicines to Scott House and Gisburn Lodge on a weekly basis.

Section 5 - There may be a requirement for staff to collect medicines directly from ELHT Pharmacy Services this can only be done in Trust vehicles or authorised taxi services, which can be booked via Reception. All on site medicine deliveries by taxi will be to Woodview Reception. Scott House and Gisburn Lodge will have medicines delivered by taxi directly to the respective unit.

**SUBJECT: Transportation of Medicines
 *(Forensic and High Support Services)***

1. PURPOSE

The purpose of this procedure is to explain the transportation arrangements for the collection and delivery of medicines to the ward area.

2. ROUTINE COLLECTION

1.1 The dispensary box will be collected by the Porters before 12.00 hours on the wards designated collection day.

1.2 The box must be locked before it leaves the ward and must contain:-

- Current list of patients/service users *(needs to be placed in empty box every month as medicines will be dispensed from client records on computer, no need to scan charts)*.
- Stock request list.
- Discontinued and/or expired medication.
- Controlled drug order book *(if required)*.
- Completed monthly order form informing if ad hoc items such as inhalers and creams are required or if there is excess stock.

2.3 **Empty medicine boxes and waste packaging must not be returned to Pharmacy.**

3. ROUTINE DELIVERY

3.1 The dispensary box will be delivered by the Porters before 17.00 hours on the wards designated delivery day.

3.2 A registered nurse or accredited person will take receive the dispensary box and sign the porters ward delivery sheet.

3.3 Blue bags with identifiable sticker and serial numbered closures will be used for delivery of controlled drugs - signatures will be required in the usual manner. Registered Nurses only may collect these.

3.4 Fridge items will be delivered in a blue bag and labelled for immediate delivery and signed for on receipt.

3.5 For vaccine delivery please refer to Procedure for Storage, Ordering and Distribution of Vaccines M9.9.

4. NON ROUTINE DELIVERY

Blue bags will be used to deliver items out of normal box delivery days. Blue bags are not to be stored on ward, return to porters to be sent back to Burnley General Hospital Pharmacy.

There will be a routine delivery of medicines to Scott House and Gisburn Lodge on a weekly basis.

5. WARD STAFF COLLECTION FROM ELHT

There may be a requirement for staff to collect medicines directly from ELHT Pharmacy Services this can only be done in Trust vehicles or authorised taxi services, which can be booked via Reception. All on site medicine deliveries by taxi will be to Woodview Reception. Scott House and Gisburn Lodge will have medicines delivered by taxi directly to the respective unit.