

MERSEY CARE NHS TRUST – HOW WE MANAGE MEDICINES

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

RECORDED DRUGS MM-RD

KEY ISSUES

This procedure sets the process for the handling of recorded drugs within the trust.

OBJECTIVES

- **To ensure that all relevant staff follow standard procedures when dealing with Recorded Drugs**
- **To provide a standard for Recorded Drugs within Mersey Care NHS Trust that provides and auditable process.**
- **To ensure that all members of staff working within Mersey Care NHS Trust are aware of their roles, responsibilities and limitations with respect to Recorded Drugs.**

Medicines Management Procedure – MMRD

Approved by Drugs and Therapeutics Committee

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1. Background

Mersey Care NHS Trust dispensaries supply certain medications as 'recorded drugs', they will be labelled with a sticker indicating that the drug has been designated as a Recorded Drug (RD). The SLA dispensary for Specialist Learning Disabilities does not supply RDs with a sticker however the medications listed below are still required to be handled as RDs once received on to the division's wards/clinical areas.

2. List of medicines treated as recorded drugs

The recorded drug procedure applies to the following medications (in all forms). These drugs, although classified as Controlled Drug Schedule 4 or Prescription Only (POM) or Pharmacy Medicines (P) have an abuse potential and therefore require closely monitoring.

Lorazepam	Zopiclone
Diazepam	Zolpidem
Loprazolam	Zaleplon
Co-Codamol 30/500	Chlordiazepoxide
Co-Dydramol	Nitrazepam
Codeine (not inc Linctus)	Chloral Betaine
Oxazepam	Alprazolam
Chloral Hydrate	Lormetazepam
Dihydrocodeine	Clonazepam
Clobazam	Clopixol Accuphase

NB Temazepam and Tramadol should be ordered using Controlled Drug stationery

3. Ordering recorded drugs

3.1 High Secure

All listed medications in above will be known as **Recorded Drugs**.

A qualified nurse will fill in a recorded drug requisition. This will specify the **NAME** of the medication the **FORM** to be supplied and the **QUANTITY** required.

The pharmacy should be informed by telephone when the recorded drug is being ordered.

The requisition will be sent to the High Secure Pharmacy Department.

Pharmacy will supply the medication, label it as a recorded drug and retain the top copy of the requisition. The medication will be delivered to the ward or unit on a routine delivery in a locked/sealed bag.

A qualified nurse will receive the medication and **immediately** enter the quantity supplied into the recorded drug register.

3.2 Local Division, MSU and LSU

All listed medications in above will be known as **Recorded Drugs**.

The trust is introducing a new system where a qualified nurse will fill complete the Recorded Drug email request. Sending the email to mhillpharmacy@merseycare.nhs.uk.

Detailing the RD stock required and the total quantity.

e.g. Two (2) boxes of Co-Codamol Tablets 30/500 requested for Brunswick Ward and stating the qualified nurses name and contact details.

The pharmacy should be informed by telephone when the recorded drug is being ordered. When the email is received it will be printed by Mossley Hill Pharmacy.

Pharmacy will supply the medication, label it as a recorded drug and retain a copy of the email requisition order. The medication will be delivered to the ward or unit on a routine delivery in a locked/sealed bag.

A qualified nurse will receive the medication and **immediately** enter the quantity supplied into the recorded drug register.

This system will roll out to wards in April 2018 and until then the ward order books should remain in use.

3.3 Specialist Learning Disabilities Division

All listed medications in above will be known as Recorded Drugs.

The standard process of ordering medications from East Lancashire Hospitals NHS Trust should be used.

The SLA Pharmacy will supply the medication, and it will be delivered to the ward or unit on a routine delivery in a locked/sealed bag.

A qualified nurse will receive the medication and immediately enter the quantity supplied into the recorded drug register. Single nurse checking applies to the Specialist Division in accordance with the local medicines administration procedures.

4 Administration of recorded drugs

An administration record of all doses of Recorded Drugs must be kept. This will operate in the same fashion as a Controlled Drugs register.

The member of staff administering each dose of medication will be required to book it out of the register immediately after the dose is given to the service user. Lists should NOT be made on scraps of paper to be entered onto the official register later in the day. This bad practice has given rise to numerous incident reports.

Stocks should be checked once a day, usually in the morning, and signed for accuracy by two members of staff – one of whom must be registered and the other may be a suitably competent nursing assistant / health care worker who has successfully completed Mersey Care NHS Trust's nursing assistant administration of medication training course. Single nurse checking applies to the Specialist Division in accordance with the local medicines administration procedures until the roll out of second checker training has been completed.

Stocks should be counted using tablet triangles and / or capsule counters in order to minimise handling of the medication

Any discrepancies in stocks should be reported immediately to a senior manager. An incident form (DATIX/Ulysses) should be completed as per local protocol. There should be a minimum of a daily check of Recorded Drug stocks. Pharmacy will undertake quarterly audits as a minimum.