

MERSEY CARE NHS TRUST – HOW WE MANAGE MEDICINES

**MM 15 Requisitioning Medicines 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

This procedure sets out the requirements for requisitioning medicines for the Specialist Learning Disabilities Division via the SLA with East Lancashire Hospitals NHS Trust.

Medicines Management Procedure – MM15
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SUMMARY OF AMENDMENTS

Section 5.2

- List of items that require 'topping up' e.g. inhalers, creams, bath oils etc.

Section 7.4 – Cut off time for ordering will be 12 midnight for next weekday delivery e.g.

- 12 midnight on Thursday is the cut off point for deliveries on Friday.
- 12 midnight on Sunday is the cut off point for deliveries on Monday.

Section 13 – Clozapine

Clozapine will only be dispensed on Thursdays. A request will need to be scanned to Pharmacy on the Wednesday before supply on Thursday.

Section 16 – Failure of Photocopier On Site and Gisburn Lodge

If the medication is not available then contact the Burnley General Hospital 01282 804335 or on weekends/Bank Holidays Royal Blackburn Hospital 01254 732252/3 informing them of the situation and that you are sending a staff with the medication card and that you will collect the medication.

Appendix B – Summary of Responsibilities

List of topical and inhaled medicines that require 'topping up'

**SUBJECT: Requisitioning Medicines
(Forensic and High Support Services)**

1. PURPOSE

The purpose of this procedure is to outline the Standard Operating Procedures for requisitioning regular medicines and emergency medicines

2. SCOPE

This procedure must be read by the following stakeholders who have integral responsibility for ensuring there is an uninterrupted supply of medicines on each ward or home. In particular:

- Medical Officers
- Registered Nurses
- Clinical Pharmacist

3. GENERAL PRINCIPLES

- 3.1 Wherever possible medicines will be held as stock on each flat.
- 3.2 This includes regular medicines and as required medicines.
- 3.3 There is no longer a requirement to order medication on every change of prescription if it is available from stock continue to use from either flat or ward stock.
- 3.4 Registered Nurses are responsible for monitoring stock to maintain administration of medication as per treatment plan.
- 3.5 Stock items will be ordered using a stock list request form which will be put in the empty box each month or as an ad hoc order.

4. INFORMATION REQUIRED BY PHARMACY

- 4.1 ELHT Pharmacy Services need to have a record of current prescriptions for service users/patients within Forensic and High Support Services inclusive of peripheral houses and off site services.
- 4.2 This is done via scanning using the guidance available via:
G:\(Common Tools)\Medicine Management\Scan Instructions

NB: Please ensure that the prescription details are not obscured during scanning process.

- 4.3 A current bed state will also be sent to pharmacy on a monthly basis as part of the requisitioning procedure and with any changes to bed state inclusive of:

- Admissions
- Discharges
- Leave of Absence (Trial Leave)
- Deaths

5. MONTHLY MEDICINE SUPPLY

- 5.1 Each ward receives a monthly supply of medicine. Each ward is allocated a collection day for their empty box and a delivery day usually 2 days later (*see Appendix A for Schedule*).
- 5.2 On collection day the following needs to be included in the box:
- Current list of service users/patients (*needs to be placed in empty box every month as medicines will be dispensed from service user/patient records on computer, no need to scan charts*).
 - Stock request list
 - Discontinued and/or expired medication
 - Controlled drug order book (*if required*)
 - List of items that require 'topping up' e.g. inhalers, creams, bath oils etc.

6. CONTROLLED DRUG

- 6.1 Controlled drugs should be ordered on 'box collection day'. Controlled drug order book to be put in empty box.
- 6.2 Bags will be marked with 'Controlled Drug' and a numbered tag will be used for return transport and will require a signature from a qualified nurse.
- 6.3 New order books will be replaced when books are complete.
- 6.4 Controlled drug Record books can be obtained by contacting Burnley General Hospital Pharmacy.

7. AD HOC REQUESTS FOR DISPENSING AND COMMUNICATIONS

- 7.1 Ad hoc requests may be needed for new medicines or dose changes that cannot be managed from stock.
- 7.2 The medicine card will be scanned and sent to Pharmacy.
- 7.3 The whole MAR or MARs if service user/patient has more than one must be sent, inclusive of administration record.

NB: Please ensure that the prescription details are not obscured during scanning process.

- 7.4 Cut off time for ordering will be 12 midnight for next weekday delivery e.g.

- 12 midnight on Thursday is the cut off point for deliveries on Friday.
- 12 midnight on Sunday is the cut off point for deliveries on Monday.

8. NEW ADMISSIONS

Pharmacy need to be informed of new admissions. Please scan each page of all prescription charts so they can assess if medicine needs dispensing and they service user/patient can be added to their database.

10. WARD TRANSFERS

Pharmacy need to be informed of all transfers by the receiving ward. Please scan each page of all prescription charts so they can assess if medicine needs dispensing and the service user/patient can be changed on their database.

11. DIET SUPPLEMENTS

Diet supplements will be ordered by the ward. Send an e-mail to the porters with service user/patient details in the morning for delivery the same day.

12. CLOZAPINE

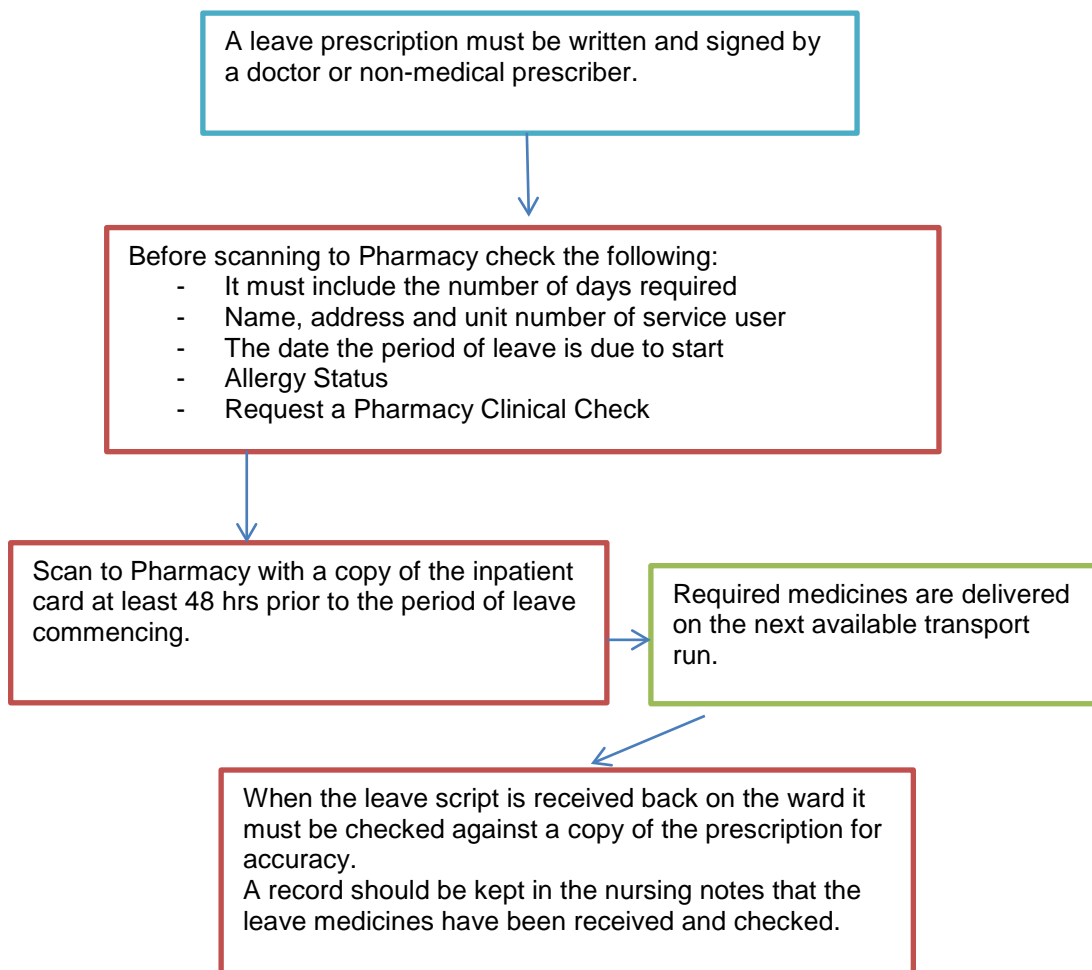
Clozapine will only be dispensed on Thursdays. A request will need to be scanned to Pharmacy on the Wednesday before supply on Thursday. Inform Pharmacy by scanning, of any dose changes as they occur.

13. LEAVE (inclusive of 117 Trial Leave) and DISCHARGE MEDICINES

- 13.1 Leave medicines need to be ordered 48 hours in advance on the Mersey Care 'Leave/Discharge Medication Prescription'. This can be obtained from the Health Centre.
- 13.2 No more than 14 days supply of regular medicines can be ordered at any one time.
- 13.3 If more than 14 days supply is needed for the period of leave then repeat orders will be made, no earlier than 3 days prior to the expiry of the original order.
- 13.4 If 'as required' medicine is needed as part of the leave medicine this must be made explicit on the order and the specific number of doses required entered in to the appropriate column (see example on Appendix B)
- 13.5 The risk factors associated with non compliance, poor understanding and deliberate and/or accidental overdose will be considered when ordering leave medication.
- 13.6 There will be a care plan regarding administration of medicines given with the medicines.

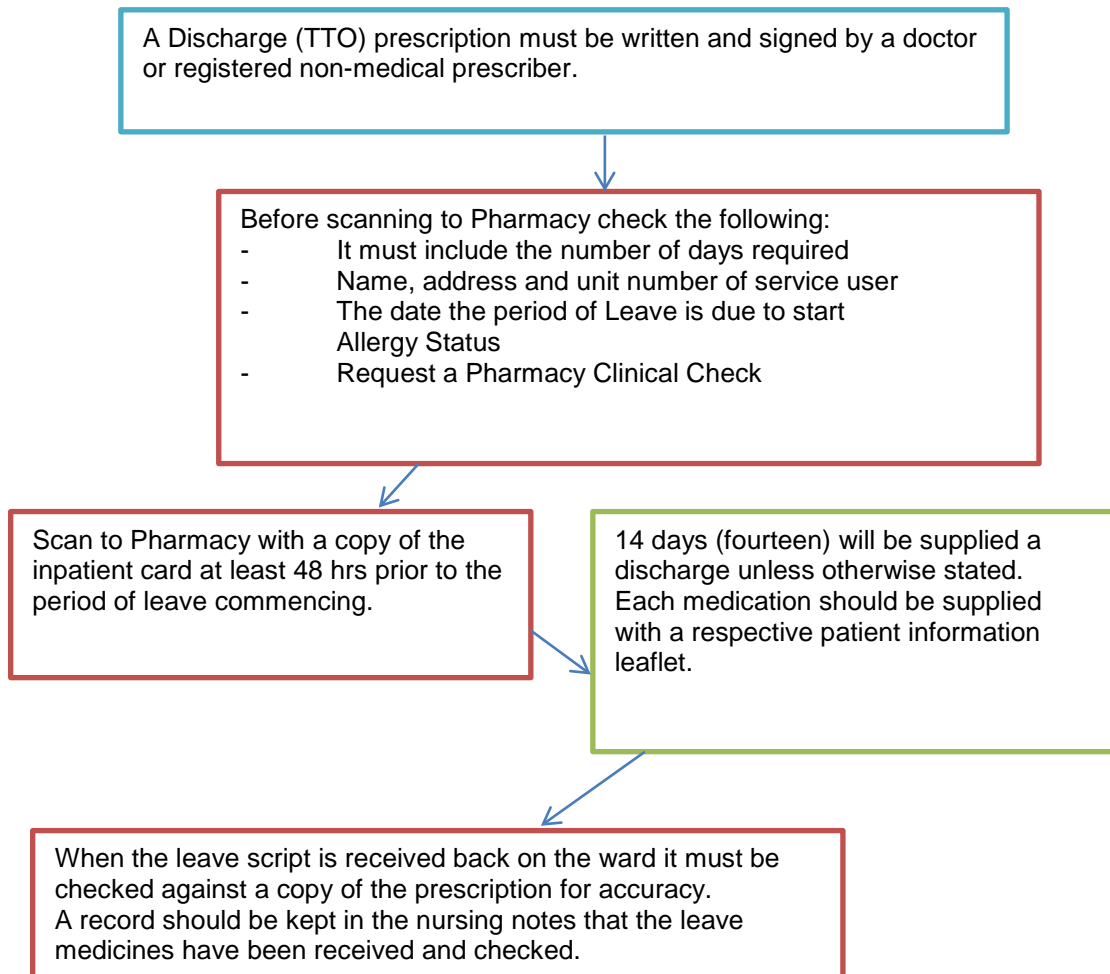
- 13.7 There will be Patient Information Leaflets given in a preferred format for each prescribed medicine.

Ordering Leave Medications



14. DISCHARGE MEDICINES

- 14.1 Discharge medicines need to be ordered 48 hours in advance on the Mersey Care 'Leave/Discharge Prescription' . This can be obtained from the Health Centre.
- 14.2 No more than a 14 day supply of regular medicines can be ordered for a discharge, with the exception of Clozapine where a 28 day supply can be issued (dependent upon Clozaril Patient Monitoring Service results).
- 14.3 If 'as required' medicine is needed as part of the discharge medicine this must be made explicit on the order and the specific number of doses required entered in to the appropriate section



15. EMERGENCY DRUG BOXES

Emergency drug boxes will continue to be monitored by Pharmacy and replaced before they expire. If wards require a box replacing that has been used, they should contact the Emergency Burnley General Hospital Pharmacy.

16. NHS FP (10) PRESCRIPTIONS

The use of these should be avoided. If one is required, however they can be obtained from the Nurse in Charge in the Treatment Room at the Health Centre.

17. FAILURE OF PHOTOCOPIER ON SITE AND GISBURN LODGE

If the Photocopier for your area is not working then use one of the other photocopiers available.

Photocopiers are situated in the following areas:

- West Drive offices
- Woodview – upstairs
- Chestnut Drive

In the event that all the photocopiers are not working this will most probably be due to an electrical fault across the Trust and in this case it is likely that the computers and Cisco phones will not be working.

In office hours the ward in need of the medication must attend the treatment room and check whether the medication is available in the Emergency Drug Cupboard.

Outside office hours the procedure for obtaining medication from the Emergency Drug Cupboard must be followed.

If the medication is not available in the Emergency Drug Cupboard the Nurse in Charge of the ward requiring the medication must then implement the inter ward lending procedure detailed in Procedure M4.1, and contact all wards/houses to ascertain if the drug is available. Mobile Phones must be used. A list of mobile phone numbers will be available in each ward/house.

If the medication is not available then contact the Burnley General Hospital 01282 804335 or on weekends/Bank Holidays Royal Blackburn Hospital 01254 732252/3 informing them of the situation and that you are sending a staff with the medication card and that you will collect the medication.

- Check whether any lease vehicles are available before using taxis.
- Out of hours Contact the following Pharmacy using the phone numbers as listed below, explaining the situation and make arrangements for a staff member to take the medication card over and collect the medication.

18. FAILURE OF PHOTOCOPIER SCOTT HOUSE

If the medication is unavailable via the out of hours processes then the MAR will be photocopied and taken to the pharmacy at either Burnley or Blackburn and collect the medication using a Trust vehicle only.

19. SUMMARY OF RESPONSIBILITIES

See Appendix D.

COLLECTION AND DELIVERY DAY SCHEDULE

BOX COLLECTION DAY (2 Weekdays Prior to Box Day)	BOX COLLECTION DAY (Day Medicines Delivered)
Thursday	Monday
Friday	Tuesday
Monday	Wednesday
Tuesday	Thursday
Wednesday	Friday

SUMMARY OF RESPONSIBILITIES

Ward Staff	Porters	Pharmacy	ELHT Driver
<ul style="list-style-type: none"> ▪ Prepare empty box on collection day 	<ul style="list-style-type: none"> ▪ Collect boxes on collection day 	<ul style="list-style-type: none"> ▪ Replace Emergency Drug boxes as requested 	<ul style="list-style-type: none"> ▪ Sign for receipt of boxes/bags
<ul style="list-style-type: none"> ▪ To include: <ul style="list-style-type: none"> - Current list of service users/patients - Stock order sheet - Discontinued/expired drugs - Controlled Drug order book if required - List of topical and inhaled medicines that require 'topping up' 	<ul style="list-style-type: none"> ▪ Receive boxes on delivery day ▪ Receive bags 	<ul style="list-style-type: none"> ▪ Dispense all routine and ad-hoc requests 	<ul style="list-style-type: none"> ▪ Deliver boxes and bags to and from Calderstones Site and Burnley General Hospital
	<ul style="list-style-type: none"> ▪ Transfer boxes and bags to wards 	<ul style="list-style-type: none"> ▪ Maintain service user/patient database on Pharmacy computer 	<ul style="list-style-type: none"> ▪ Hand over to Calderstones Site porters and obtain appropriate signatures.
	<ul style="list-style-type: none"> ▪ Deliver bags with refrigerator labels immediately 	<ul style="list-style-type: none"> ▪ Clinical check all new items 	
	<ul style="list-style-type: none"> ▪ Return empty bags to Burnley General Hospital Pharmacy 		

Appendix B



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