

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

Author(s) L Knowles Chief Pharmacist

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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).

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	Chloral Betaine
Oxazepam	Alprazolam
Chloral Hydrate	Lormetazepam
Dihydrocodeine	Clonazepam
Clobazam	

NB Temazepam and Tramadol should be ordered using Controlled Drug stationery

3. Ordering recorded drugs

3.1 All Divisions and Sites (including Whalley from 01.10.19)

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

A qualified nurse will fill complete the Recorded Drug email request. Sending the email to mhhpharmacy@merseycare.nhs.uk.

Detailing the RD stock required and the total quantity.

e.g. Two (2) boxes of Co-Codamol 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 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.

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

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 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.