

Procedure for Wards Obtaining Stock Medicines from another Ward (out of pharmacy opening hours only)	Policy Register No: 09117 Status: Public
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Developed in response to:	Local Needs
Contributes to CQC Core Outcome number:	9

Consulted With	Post/Committee/Group	Date
Dr A Jackson	MMSG Chairman's action	October 2014
Professionally Approved By	Jane Giles, Head of Pharmacy	October 2014

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Author/Contact for Information	Amy Russell
Policy to be followed by (target staff)	All MEHT Staff
Distribution Method	Intranet & Website
Related Trust Policies (to be read in conjunction with)	Trust policies for Medicines Management Strategy 08081, Antimicrobial Policy 06045, Storage of Medicines in Clinical Areas 08082, Investigating & Learning from Incidents policy, Near Misses and Adverse Drug Reactions, Injectable Medicines Policy 09060, Administration of Chemotherapy Agents and Mandatory Training Policy (training needs analysis), Controlled Drugs Policy 08083

Document Review History

Version No	Authored/Reviewed by	Date
1.0	Amy Russell	16 October 2009
2.0	Sukvinder Panesar	October 2014 2014

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Appendix 1: Cover sheet attached to the front of the duplicate book

1. Purpose

- 1.1 This policy describes the necessary steps to be taken to borrow stock medication when pharmacy is closed.
- 1.2 This policy does not cover borrowing of Controlled Drugs which is addressed in the Controlled Drugs Policy 08083.

2. Scope

- 2.1 This policy applies to any member of the Mid Essex Hospital Services NHS Trust (MEHT), who in a clinical area, needs to borrow medication for administration to a patient when pharmacy is closed.

3. Training

- 3.1 Training is delivered in accordance with the training needs analysis (Mandatory Training Policy).

4. Equality and Diversity

- 4.1 MEHT is committed to the provision of a service that is fair, accessible and meets the needs of all individuals.

5. Procedure

- 5.1 If a ward requires a medication urgently, out of pharmacy opening hours, the ward should:
 - Check their stock cupboards and patient's locker
 - Obtain stock from the Emergency Drug Room (EDR)
 - Obtain the stock from another ward via the service co-ordinator on shift or nurse in charge of that ward
 - Contact the on-call pharmacist if appropriate
- 5.2 Pharmacy's opening hours are as follows:-
 - Monday- Friday: 8am to 6pm
 - Saturday, Sunday and Bank Holidays: 10am to 4pm
 - CLOSED Christmas Day
- 5.3 Any ward asking to borrow items from another ward, whilst pharmacy is open, must be instructed to go directly to pharmacy.
- 5.4 When obtaining stock from another ward out of pharmacy opening hours the following procedure must be followed:
 - The ward requesting the item must contact the service co-ordinator on shift or nurse in charge of the ward they wish to borrow from
 - Wherever possible whole packs should be used to ensure the product has the correct information leaflets and for ease of cross charging

- If it is appropriate to borrow the item, the ward giving the item must record details in their duplicate book. Each ward has a duplicate book to record all medication taken by another ward. Each ward will be supplied with a duplicate book from pharmacy initially and it is the responsibility of the ward to request a replacement book from pharmacy when they are approaching the end of the book that is in current use.

5.5 In this book the ward must record:

- Date
- Name, strength, form and quantity of medication given out
- Which ward it was given to
- Print name & Signature of nurse giving out the medication **and** nurse receiving the medication

5.6 The pharmacist / near patient technician (NPT) for each ward will check the duplicate book on a regular basis to see what has been taken.

5.7 Stock that needs to be replaced should be ordered and processed in the usual way.

6. Audit and Monitoring

6.1 The Pharmacy department has a responsibility for monitoring all prescribing and administration of medicines. This is done daily by the intervention reporting scheme and a full report is presented to the Medicines Management Safety Group (MMSG) bimonthly.

6.2 All requests will be reviewed regularly by the pharmacy team and a central record will be maintained to identify areas where stock reviews may be necessary or to identify inappropriate use of this scheme.

6.3 If the patient has been administered the wrong medicine or the wrong dose, this must be reported in accordance with the MEHT incidents Policy and an incident report form must be completed.

6.4 The MMSG is a group made up of wide representation of stakeholders who meet bimonthly within MEHT and any action plans will be allocated as appropriate.

6.5 Any administration errors will be referred to the relevant Nursing Directorate who will investigate the matter.

6.6 Key learning points will be disseminated by a Drug Safety Bulletin every 2 months which shall be attached to the Trust's weekly newsletter "Focus".

7. Communication

7.1 Once professionally approved and ratified by DRAG this policy will be placed on the Trust's internet and highlighted via the Trust's weekly newsletter "Focus".

7.2 Areas of this policy relevant to Nursing Staff will be addressed at the mandatory Medicines Management training for nurses delivered by the Pharmacy Department.

Appendix 1: To be attached to the front of duplicate book

When obtaining stock from another ward, out of pharmacy opening hours, the following procedure must be followed:

- **The ward requesting the item must contact the service co-ordinator on shift or nurse in charge of the ward they wish to borrow from.**
- **If it is appropriate to borrow the item, the ward giving the item must record details in their duplicate book. Each ward has a duplicate book to record all medication taken by another ward.**
- **In this book the ward must record:**
 - **Date**
 - **Name, strength, form and quantity of medication given out**
 - **Which ward it was given to**
 - **Print name & Signature of nurse giving out the medication and nurse**