

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Emergency Drug Process – GP Practices	Doc. No.	PCS021
Scope	All clinical and operational personnel		
Purpose	The purpose of this statement is to formally record the procedure for the checking of emergency drugs. Routine stock checks of drug supplies should be planned and carried out during normal working hours. This is to include a check of expiry dates of drugs held both on the premises and within doctors' bags. In the event of a CQC inspection visit, a random sample of drugs and bags may take place and doctors will be questioned on their procedures for ensuring compliance.		
PROCEDURE		RESPONSIBILITY	
1	All practices should have a nominated individual responsible for the monthly checking of the quantity and expiry dates of emergency drugs in accordance with appendix 1.	Practice Manager	
2	All emergency drugs should be stored in one place, the Practice Manager must ensure that all staff working within the practice including locum staff are aware where these are located.	Practice Manager	
3	The nominated individual must alert the Practice Manager of any medication that is due to expire within the next 60 days.	Nominated Individual	
4	The Practice Manager is responsible for the ordering of replacement stock. All stock should be in line with PC24's emergency drug list as detailed in appendix 1. If a pharmacy does not have an item in stock, however an alternative is offered which is not on the PC24 list this must be authorised by HQ.	Practice Manager	
5	Expired medication should be taken to the pharmacy when collecting the replacement stock. Expired medication is not to be stored on the premises.	Practice Manager	
6	Evidence of the completed audit pro forma should be sent to the service delivery administrator to save within the HQ shared drive	Practice Manager	

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Version	V1			
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Date Ratified	]March 2019			
Department of Originator	Primary Care			
Responsible Executive Director	Director of Service Delivery			
Responsible Manager/Support	Primary Care Service Manager			
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Target Audience	All clinical and operational personnel			
Version	Date	Control Reason	Accountable Person for this Version	
V1	28/03/2019	SOP created	Head of Service	
Reference documents		Electronic Locations	Locations for Hard Copies	
CL035		PC24 Intranet	Standard Operating Procedures File in the Call Centre	
Document Status: This is a controlled document. Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.				

Appendix 1 – PC24 Emergency Drug Checklist

General Practice:				
Date & Time:				
Audited by:				
		Y	N	NA
1	Adrenaline 1mg/ml (1:1000) Ampoule x 4			
2	Aspirin Soluble 300mg Tablets x 1 box			
3	Benzympenicillin 600mg Ampoule x 2			
4	Cefotaxime 1g ampoule			
5	Chlorphenamine 10mg/ml Ampoule x 4			
6	Prochlorperazine 50mg/ml x 5 Ampoules			
7	Diazepam 2mg/ml - 4mg/ml 2.5mL Rectal solution tube 5 x tubes			
8	Furosemide 10mg/ml 2ml Ampoule x 10			
9	Glucagon 1mg/ml Vial + pre-filled syringe water for injection 1			
10	Glucose gel (e.g. hypostop) 3x25g			
11	Glyceryl trinitrate 400 micrograms per metered dose Aerosol x 1			
12	Hydrocortisone Sodium Succinate 100mg/ml 1ml vial x 2			
13	Salbutamol MDI plus spacer			
14	Water for Injection 10ml Ampoule x 12			
15	Paediatric defib pads			
16	Adult defib pads			

*** Salbutamol spacer must have adult and paediatric versions***