

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Replenishment of Medication Boxes	Doc. No.	OP0276
Scope	Medicines Management Personnel		
Purpose	The purpose of this statement is to formally record the procedure for the replenishment of the A and B medicine boxes. .		
PROCEDURE		RESPONSIBILITY	
1	The returned medicine boxes (A and B) are checked in the medicines room.	Medicine Management Admin/ Support Manager	
2	The used returned medicine boxes should all have a yellow tag. Unused medicine boxes have a red tag.		
3	The signing in / out sheet is checked.	Medicines Management Support Manager	
4	The yellow tag is removed and the tag number is checked against the tag number on the medication order form. Once verified the tag is discarded. The medication order form and prescriptions are removed.	Medicine Management Admin/ Support Manager	
5	The medication order form, prescriptions and bag contents are checked to ensure they correspond.	Medicine Management Admin/ Support Manager	
6	Once checked and verified the bag is placed in the “bag holding area” and the medication required is ordered (see SOP for ordering medication).	Medicine Management Admin/ Support Manager	
7	Once the ordered medication is received and checked, the bags are restocked and the contents checked.	Medicine Management Admin/ Support Manager	
8	The yellow tag and medication order sheet is placed in the bag. The yellow tag number is written on the medication order sheet. The bag is re-tagged with a red tag.	Medicine Management Admin/ Support Manager	
9	The information is recorded electronically on the Medicine Bag Database.	Medicine Management Admin/ Support Manager	

10	A bag audit is carried out once every 3 months by the Head of Medicines Management.	Medicine Management Support Manager
11	Any deviations or findings such as missing medication, are reported directly to the Head of Medicines Management and recorded on the Medicines Management reporting form.	Medicine Management Admin/ Support Manager

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Title		Replenishment of Medication Boxes		Doc. No.	OP0276
Version			V1		
Supersedes			N/A		
Approving Managers/Committee			Head of Service		
Date Ratified			January 2021		
Department of Originator			Urgent Care		
Responsible Executive Director			Medical Director		
Responsible Manager/Support			Service Manager		
Date Issued			20.1.2021		
Next Review Date			20.1.2022		
Target Audience			Medicines Management Admin		
Version	Date	Control Reason		Accountable Person for this Version	
V1	18.1.2021	SOP created		Head of Service	
Reference documents		Electronic Locations		Locations for Hard Copies	
		Primary Care 24 Intranet / Operations		Standard Operating Procedures File in the Call Centre	
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