PrimaryCare:24

# 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.<br>. | | |

| **PROCEDURE** | | **RESPONSIBILITY** |
|---|---|---|
| **1** | The returned medicine boxes (A and B) are checked in the medicines room. | |
| **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. | |
| **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.<br><br>For Lowe House boxes the cable lock is removed.<br><br>The medication order form and prescriptions are removed. | |
| **5** | The medication order form, prescriptions and bag contents are checked to ensure they correspond. | |
| **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). | |
| **7** | Once the ordered medication is received and checked, the bags are restocked and the contents checked. | |
| **8** | The yellow tag and medication order sheet is placed in the bag.<br>The yellow tag number is written on the medication order sheet.<br>The bag is re-tagged with a red tag.<br>For Lowe House the cable locks are attached and the combination lock number is updated. | |
| **9** | | |

| | | |
|---|---|---|
| | The information is recorded electronically on the Medicine Bag Database. | |
| **10** | A bag audit is carried out once every 3 months by the Head of Medicines Management. | |
| **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. | |

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

| **Title** | **Replenishment of Medication Boxes** | **Doc. No.** | **OP0276** |
|---|---|---|---|

| | |
|---|---|
| Version | V2 |
| Supersedes | N/A |
| Approving Managers/Committee | Head of Service |
| Date Ratified | March 2021 |
| Department of Originator | Urgent Care |
| Responsible Executive Director | Medical Director |
| Responsible Manager/Support | Service Manager |
| Date Issued | 20.3.2021 |
| Next Review Date | 20.3.2022 |
| Target Audience | Medicines Management Admin |

| **Version** | **Date** | **Control Reason** | **Accountable Person for this Version** |
|---|---|---|---|
| **V1** | 28/03/2019 | SOP created | Head of Service |
| **V2** | 31.3.2021 | SOP review | Head of Service |
| | | | |
| | | | |

| **Reference documents** | **Electronic Locations** | **Locations for Hard Copies** |
|---|---|---|
| | 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.**