

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Replenishment of Medication Boxes	Doc. No.	OP076
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.		
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. For Lowe House boxes the cable lock is removed. 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. The yellow tag number is written on the medication order sheet. The bag is re-tagged with a red tag. 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.	PCS021
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.					

