

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Expiry date checks of Medication Boxes, Emergency bags and Trolley's.	Doc. No.	OP0276
Scope	Medicines Management Personnel		
Purpose	The purpose of this statement is to formally record the procedure of the expiry date checks of the A and B medicine boxes, emergency bags and trolley's.		
PROCEDURE		RESPONSIBILITY	
1	The expiry dates on the medication in the A and B medicine boxes, emergency bags and trolleys are checked every 2 months.	Medicine Management Admin/ Support Manager	
2	A and B medication boxes and emergency bags are opened, the expiry dates of each item of medication is checked.	Medicine Management Admin/ Support Manager	
3	Any medication expiring within the date range being checked is removed and an order form is filled in for items to be replenished. The date range is 2 months from the checking date.	Medicine Management Admin/ Support Manager	
4	Boxes are placed in the "bag holding area" awaiting restocking.	Medicine Management Admin/ Support Manager	
5	Expiry dates of all items stocked in the trolley's at UCC's are checked. Any medication expiring within the date range being checked is ordered but not removed until replacement has been delivered. The date range is 2 months from the checking date.	Medicines Management Support Manager	
6	Once the ordered medication is received and checked, the A and B boxes, emergency bags and trolley's are restocked. Refer to the Replenishment of Medication Boxes SOP.	Medicine Management Admin/ Support Manager	
7	The information is recorded electronically on the Meds Management stock check database.	Medicine Management Admin/ Support Manager	
8	A bag audit is carried out once every 3 months by the Head of Medicines Management.	Medicine Management Admin/ Support Manager	
9	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	Expiry date checks of Medication Boxes, Emergency bags and Trolley's.		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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