

STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

Title	Storage and Handling of Medication Boxes	Doc. No.	CL002/OP0275
Scope	Operational Directorate	Clinical Directorate	
Purpose	To ensure safe and effective storage and handling of medication used by home visiting clinicians.		
Guidelines	All details pertaining to opened medicines bags to be recorded and ensure the process in SOP CL004 has been followed.		
PROCEDURE		RESPONSIBILITY	
<p>The medicines management team oversee the storage and handling of the doctors bags for home visiting.</p> <p>There are two types of medication boxes – A & B. A bag contains oral medication that may be required in an emergency. B bag contains IV medication. There is a resuscitation equipment bag.</p> <p>All bags are tagged as a security measure.</p> <p>Medication Boxes with RED tags indicate that they are unopened</p> <p>Medication Boxes with YELLOW tags indicate that they have been opened</p> <p>Resuscitation equipment bag with BLUE tags indicate they are unopened</p> <p>Resuscitation equipment bag with NO tags indicate they have been opened.</p> <p>Medication boxes are held at Wavertree HQ and Urgent Care Centre (UCC) Halton.</p>		Medicines Management	

	<p>Start of each shift</p> <p>In Wavertree the bags / boxes must signed in and out by PC24 Driver and Clinician and a witness (Shift Manger/ Senior ops or a member of the Medicines Management Team) ensuring that the boxes are sealed with a red tag at the start of the shift.</p> <p>All staff members must fill out the sheet for entering the meds room along with filling in the medicine and equipment access form attached to the box. See appendix</p>	<p>PC24 Driver/ Clinician/ Ops staff</p>
	<p>During the shift</p> <p>The Clinician takes the relevant bag (A, B or resuscitation bag) into patients home. If a decision is made by the Clinician to issue medication from the bag, the seal on the bag will be broken and the Clinician will issue medication to the patient, a full patient pack, with the patient's name and instructions for use is completed by the Clinician.</p> <p>The Clinician writes a prescription for the medication, records it in the Adastra prescribing module, this is then passed to the Primary Care 24 driver for safekeeping until visiting teams return to base.</p>	<p>PC24 Clinician/ Driver</p>
	<p>The driver at the end of the shift:</p> <p>Wavertree HQ –</p> <p>At the end of the shift the back of the 'Medication Order Form' is completed which holds the yellow tag record and the clinician places the yellow tag on the A, B bags. This notifies the medicines management team that the bag has been used by a clinician. All completed tick sheets must be placed back within the used bag with the prescriptions.</p> <ul style="list-style-type: none"> • Takes the bag (s) which have had the seal broken to the Shift Manager/ Ops staff and they both access the locked 'Medicines Room' in Wavertree HQ • Fill in the access to meds room record inside the meds room. • The Driver and Clinician members complete the medicines and equipment access form attached to the meds bag signing the box back into the meds room 	<p>PC24 Clinician/ Driver an Ops staff</p>

	<p>agreeing that all medicines inside the box are accounted for with the ops staff as a witness.</p> <ul style="list-style-type: none"> • The shift manager/ ops staff has the access code for entry to this room but it is mandatory for two members of Primary Care 24 staff to be present at all times • The driver places used bags neatly on the floor of the 'Medicines Room' <p>Untagged bags will be investigated by the medicines management team</p> <p>The Medicines Management Team check the meds room and Shift Manager's report daily to see if any bags have been recorded as used.</p> <p>If A / B bags or resuscitation equipment bags are re- tagged or un-tagged the following will be carried out:</p> <ol style="list-style-type: none"> 1) Check content against stock list, medication order forms and returned prescriptions to ensure contents balance 2) Record this information electronically on the Medicine Bag Database 3) Check this information concurs with the access to meds room record 4) Order medication for replenishment. <p>Halton –</p> <ul style="list-style-type: none"> • The Driver and clinician take the bag (s) which have had original seal broken to the UCC Halton and locks them in the 'Equipment Room'. • All staff members complete the medicines and equipment access form attached to the meds bag signing the box back into the meds room agreeing that all medicines inside the box are accounted for with the ops staff as a witness. <p>The Medicines Management Team check the bags routinely every Monday and Friday.</p> <p>For open bags the expiry dates of remaining stock are checked. The expiry dates are also checked on a bi-monthly basis for each medication box.</p> <p>Resuscitation equipment bag – a spreadsheet is kept with the expiry dates of the items in each bag.</p>	
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<p>Any discrepancy in stock level, recorded information or prescriptions issued / not issued are to be recorded, investigated and reported on DATIX so an investigation can be carried out and the Head of Medicines Management is informed.</p>	<p>Primary Care 24 Medicines Management Team</p>
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Medicines and Equipment Access Form

Persons entering this room must be accompanied at all times!

By signing the medicines and equipment in and out you are responsible for all items and any medication used is accounted for with a prescription and the appropriate tags are on the box.

BOX NUMBER											
DATE	TIME	Driver Name	Driver Signature	Clinician name	Clinician Signature	Ops staff witness name	Ops staff witness signature	In / Out (please indicate)	Red Tag Number	Med Car	Reason for use

FOR MEDICINES MANAGEMENT USE ONLY

Date replenished	Red Tag Number	Bag contents checked Y / N	Yellow tag and medication order form placed in BAG Y/N	Yellow tag recorded on medication order form Y/N	Name	Signature

Medicines room access

Persons entering this room must be accompanied at all times failure to enter without being accompanied may result in a formal meeting.

Details of Access	Med Mags taken / Returned
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IF an A or B Bag has a yellow tag or has been opened untagged on return please place on floor. If the red tag is still in-tacked please place back on the appropriate shelf.

Details of Access							
DATE	TIME	Drivers full name	Ops Staff full name and Signature	In / Out (please indicate)	A BAG NO.	B BAG NO.	Reason for use / Entering

**STANDARD OPERATING PROCEDURE DOCUMENT
(SOP)**

Title	Storage and Handling of Medication Boxes		Doc. No.	CL002/ OP0275
Version	V11			
Supersedes	V10			
Approving Managers/Committee	Head of Service			
Date Ratified	September 2007			
Department of Originator	Out-of-Hours			
Responsible Executive Director	Director of Service Delivery / Medical Director			
Responsible Manager/Support	Logistics Service Manager			
Date Issued	February 2021			
Next Review Date	February 2022 (or when there is a change in procedure)			
Target Audience	Clinical and Operational Staff			
Version	Date	Control Reason	Accountable Person for this Version	
v1 – v5	2007-2013	Reviewed and updated accordingly	Various	
v6	April 2014	Reviewed and updated accordingly	Clinical Leads / CSU	
v7	March 2015	Reviewed and updated accordingly	Clinical Governance Manager / Medical Director	
v8	October 2015	Change in responsible director	Medical Lead / Governance Manager	
v9	January 2018	Reviewed and updated accordingly	Logistics Manager	
v10	January 2020	Reviewed and updated accordingly	Head of Medicines Management	
V11	February 2020	Reviewed and updated accordingly	Service Manager/ Head of Medicines management	
Reference documents		Electronic Locations	Locations for Hard Copies	
CL004 - Clinical Usage of Medication Contained within Medical Bags		Primary Care 24 Intranet / Corporate Policies/ Current SOPs/	Standard Operating Procedures File in the Call Centre.	
Document Status: This is a controlled document.				

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