

Status: Guideline: Offers direction and guidance on good practice, need not necessarily be strictly adhered to.	Policy No: CLG 03 Version No: 0 Date Approved: 01/03/11 Review Date: 01/03/13
Title: Guidelines for delivery/collection and storage of prescribed medication.	
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Approved by: National Risk Management Committee Joe Wolfe & Associates	
Cross Reference: CLG 11	

1.0 Purpose

The purpose of these guidelines is to ensure that the delivery/collection of prescribed medication follows good practice guidelines.

2.0 Scope

All services where medication is received from the local pharmacy.

3.0 Definitions

N/A

4.0 Responsibility

- It is the responsibility of all relevant staff to be familiar and adhere to these guidelines.
- It is the responsibility of service managers to ensure staff are familiar with the guidelines and to monitor compliance.

5.0 Guidelines

- In residential services procedures should be in place for ordering medicinal products from the pharmacy and the immediate reporting and investigation of discrepancies in medicinal products' stocks.
- Prescriptions are brought to the pharmacy by a designated person or faxed by the centre/G.P.
- Dispensed medication (blister packs etc.) will be collected by a designated person or delivered by the pharmacy and should be secured until checked.

- All medications are to be signed for on delivery/collection and the name of the delivery person must be recorded.
- All items will be checked against service users' medication record and each blister pack signed and dated by a designated staff member who is either a nurse or has been trained in medication management.
- In the case of community services, when a staff member collects medication from a pharmacy for a (self-medicating) service user, the staff member must note in the Best Possible Health Medication Administration Record of the service user the date, type and quantity of medication collected and that the medication was delivered and placed in the care of the service user.
- The pharmacist will be informed if further clarification is required on labelling or any specific dispensing instructions or drug errors.
- All errors found are to be reported to the appropriate pharmacy.
- If constant errors are discovered, a risk assessment must be carried out.
- Record in Best Possible Health Medication Appendix 1/Daily Communication Sheet if medication is returned to the pharmacy, e.g. if service user leaves the service for respite, a holiday, transferred to acute care.

5.1 Storage of Medication:

- Appropriate, safe and secure storage should be provided for the service-user's medicinal products and access should be limited to the service-user/carer/nurse supporting the service user.
- Medication will be kept in a **locked trolley** (whichever is the appropriate environment as indicated on the label or packaging or as advised by the pharmacist) in a **secure**, non-obvious and discreet place, ideally in each service user's room/apartment/house.
- Where a fridge is not available in a service user's room, medication will be stored in a designated fridge that is:
 - not used for any other purpose
 - accessible and reliable
 - capable of being secured.
- Medicinal products should be stored separately from antiseptics, disinfectants and other cleaning products.

6.0 References

An Bord Altranais (2003) *Guidance to Nurses and Midwives on Medication Management*. www.anbortaltranais.ie

An Bord Altranais (2007) *Guidance to Nurses and Midwives on Medication Management*. www.anbortaltranais.ie

National Quality Standards for Residential Care Settings for Older People in Ireland (2010) Health Information and Quality Authority.

7.0 Appendices