

<p>Status: Standard Procedure: Specifies the procedures to be followed, only in exceptional circumstances should these not be followed.</p>	<p>Policy No: CLSP 10 Version No: 0 Date Approved: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Standard Procedure for the Safe Disposal of Spilled/Dropped/Out of Date Medication.</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by: National Risk Management Committee Joe Wolfe & Associates</p>	
<p>Cross Reference: BPH02</p>	

1.0 Purpose

The purpose of this standard procedure is to ensure the safe disposal of spilled/dropped/out of date medication.

2.0 Scope

Cheshire Ireland services/centres where medication is managed.

3.0 Responsibility

- It is the responsibility of all staff who administers medication to follow this standard procedure.
- It is the responsibility of service managers to ensure staff are familiar with the standard procedure and to monitor compliance.

4.0 Definitions

N/A

5.0 Procedure:

- Medications spilled/dropped will be disposed of with care by the staff member.
- In the case of liquid medication, these will be cleaned up in accordance with local health and safety requirements e.g. appropriate signs to indicate spillage.
- Records of spillages/dropped medications and their disposal should be documented clearly in the services user's personal record.
- If the spillage/dropping of medication renders the person's medication supply short, the staff member will ensure that this situation is rectified as soon as practically possible.
- Where the NOMAD /Blister pack system is in use, the waste medication must be placed in a Tabag, supplied with the NOMAD/ Blister pack system. The Tabag return forms can be used to count and record the medication being returned to the pharmacy.
- Any medication that has expired, is short dated, or is no longer needed by the Cheshire service user, should be returned to the relevant pharmacy and a signed record made of this in the relevant service user's personal record.

6.0 References

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

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

| 7.0 Appendices