

General Policy Statements

Pharmacy is the sole ordering and supply point for all medicines administered or issued to patients within NHS Lanarkshire, including clinical trial medicines and samples.

Patients own drugs (PODs), including CDs, may be used during their hospital stay where:

- they have been assessed as suitable for use AND
- the patient consents to their use AND
- approved local SOPs are in place

All medicines will be stored securely in pharmacy and at ward, theatre or department level to maintain their quality and security in suitable cupboards, refrigerators and freezers as appropriate.

Medicines must be ordered, prescribed and administration recorded on approved stationery, which must be stored securely to prevent fraudulent use. Electronic prescription systems can be employed provided there are procedures in place to restrict access to terminals and pass codes and ensure a full audit trail is maintained.

Where a licensed medicine is available, it should normally be prescribed in preference to any unlicensed alternative.

Medicines may only be prescribed by a suitably qualified practitioner who is recognised and authorised by the organisation to undertake this function.

Arrangements for the transport of medicines must ensure their security, quality and integrity, and maintain the health and safety of the patient, staff and the public.

Disposal of medicines must comply with legal requirements and health and safety regulations.

There must be a complete audit trail from initiation of patient treatment, through purchase and supply of the medicine, to administration and the disposal of any waste material.

All clinical incidents or significant near miss events involving medicines must be documented and investigated and appropriate action taken to reduce the risk of recurrence.

Staff are not permitted to take medicines that have been supplied to wards and departments for patients for their own personal use or for use by their friends and family.