

Section 4 - Supply Medicines When Pharmacy is Closed

1. Doctors and registered nursing/midwifery staff who require medicines for a patient in an EMERGENCY when pharmacy is closed should;

- a. Check the medicine is not available from another ward in the hospital and then check the hospital Emergency Drug Cupboard - the content list for the Emergency Cupboard is available via FirstPort – see links below

Hairmyres -

<http://www.medednhs1.com/sites/sitestore/PRESCRIBING09122011/HM-EMERGENCY-CUPBOARD-LIST-%28SEPT-592431-05-09-2017.doc>

Monklands -

<http://www.medednhs1.com/sites/sitestore/PRESCRIBING09122011/EMERGENCY-CUPBOARD-LIST-2-553773-09-08-2017.rtf>

Wishaw General –

http://www.medednhs1.com/sites/sitestore/PRESCRIBING09122011/Emergency-room-list_September-2017-463026-28-09-2017.doc

- b. Contact the Hospital Cover on duty, who will obtain the medicines, where appropriate, from the **HOSPITAL EMERGENCY CUPBOARD** and document the medicine, form quantity supplied and ward/location. It is recommended that when staffing levels permit the removal and recording of drugs is witnessed by a second registered nurse/midwife.

or

- c. If necessary the Hospital Cover on duty for the site may contact the switchboard operator to put them in touch with the on-call pharmacist.

or

- d. In certain situations it may be appropriate to transfer medicines between wards. For detailed advice see **Section 6**.

2. Access to pharmacy premises out of normal working hours is controlled and the on-call pharmacist must be contacted in the first instance via switchboard.

SECTION 4 - SUPPLY OF MEDICINES WHEN PHARMACY IS CLOSED

3. Keys for the Emergency Cupboard should be in the personal possession of the Hospital Cover on duty at all times.

4. Pharmacy will reconcile the stock held within the Emergency Cupboard each day, against the record book and will maintain appropriate stock levels within the cupboard.