

## STANDARD OPERATING PROCEDURE INTENSIVE SUPPORT TEAM - STORING MEDICATION ON INSPIRE INPATIENT UNIT

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<b>Consultation:</b>	Vicky Wilson Melissa Turner
<b>Ratified and Quality Checked by: Date Ratified:</b>	Children & LD Clinical Governance Meeting 23 May 2024
<b>Name of Trust Strategy / Policy / Guidelines this SOP refers to:</b>	

**VALIDITY – All local SOPS should be accessed via the Trust intranet**

### CHANGE RECORD

Version	Date	Change details
1.0	May 2024	New SOP. Approved at Children & LD Clinical Governance Meeting (23 May 2024).

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## 1. INTRODUCTION

The Core CAMHS, CAMHS Crisis Team and Home Intensive Treatment Teams sometimes support clients in the community with medication. This may involve collecting medication from a community pharmacy on behalf of the client. There are occasions when it is not practical to take this medication directly to the client, hence safe storage of the medication is a necessity. The above team do not have access to their own clinic room and medication storage facilities and so it is necessary to store them temporarily on Orion General Adolescent Unit, Inspire, 70 Walker Street Centre, HU3 2HE.

## 2. SCOPE

This document is aimed at all clinical staff, including students who work at the Core CAMHS Team or Orion inpatient unit and may be involved in the storage of medication.

## 3. DUTIES AND RESPONSIBILITIES

### **Team leaders in Core CAMHS and Acute CAMHS pathway:**

The Lead nurse will ensure dissemination and implementation of the SOP and associated documents within Core CAMHS and Acute CAMHS

### **Ward manager, Orion inpatient unit:**

The ward manager will ensure dissemination and implementation of the SOP and associated documents within the inpatient unit

### **Clinical staff:**

All clinical staff will familiarise themselves with and follow the SOP and associated documents.

## 4. PROCEDURES

### 4.1. Ordering Medication

- The Core CAMHS and Acute CAMHS Teams are responsible for ordering the clients medication from the prescriber in a timely manner.
- Once the medication is ready to be collected from the pharmacy, Core CAMHS or Acute CAMHS will collect the medication and ensure it is delivered to Orion Unit, Inspire.
- The medication must be in a bag detailing the clients name and address.
- If there are any special storage requirements (Controlled drug / Fridge item) this must be communicated to the receiving staff on Orion unit

### 4.2. Storage of Medication

- The nurse in charge on Orion unit will ensure that the medication is stored in the appropriate place in Orion's clinic room (Medicines cupboard / CD cabinet / Fridge) in accordance with the trusts Safe & Secure Handling of Medicines Procedure. Where possible, it should be kept separate to the inpatient stock
- In the case of CDs the nurse will make an entry in the back on the CD register detailing the medication received
- In the case of Fridge items the nurse should seek advice from pharmacy regarding a possible reduced expiry date for the medication if the cold chain has not been maintained. This should be annotated on the medication bag, which is then stored in the medication fridge
- The nurse will make an entry in the log detailing the date received, clients name & address, name of medication and quantity received.

- Each client's medication will be documented on a new page of the log so that a tally of the amount received, and the amount collected can be maintained.
- For the duration of the storage on Orion unit, the inpatient nursing team will date check the medication in line with their own date checking procedure.
- The nursing team on Orion unit are responsible for the safe storage of the medication whilst it is on their unit.
- In the event of the medication being unfit for use (e.g. Fridge failure) it is up to the inpatient unit to source a replacement supply.
- When Core CAMHS and/or collect the medication from Orion unit, it is the responsibility of the inpatient nurse to ensure that the community staff member signs and dates the medication log when they hand the medication to them (the inpatient nurse will sign the medication out of the CD register if appropriate).
- The Core CAMHS and/or acute CAMHS pathway nurse will ensure that the medication is delivered and administered to the client in an appropriate timescale.

## 5. REFERENCES

[Safe and Secure Handling of Medicines Procedures Proc431](#)



## Appendix 2: Equality Impact Assessment

### For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. Document or Process or Service Name:
2. EIA Reviewer (name, job title, base and contact details):
3. Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other?

<p><b>Main Aims of the Document, Process or Service</b></p> <p>To assist all clinical staff, including students who work at the Core CAMHS Team or Orion inpatient unit who may be involved in the storage of medication.</p>
<p>Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma</p>

<p>Equality Target Group</p> <ol style="list-style-type: none"> <li>1. Age</li> <li>2. Disability</li> <li>3. Sex</li> <li>4. Marriage/Civil Partnership</li> <li>5. Pregnancy/Maternity</li> <li>6. Race</li> <li>7. Religion/Belief</li> <li>8. Sexual Orientation</li> <li>9. Gender re-assignment</li> </ol>	<p>Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?</p> <p>Equality Impact Score</p> <p>Low = Little or No evidence or concern (Green)</p> <p>Medium = some evidence or concern (Amber)</p> <p>High = significant evidence or concern (Red)</p>	<p>How have you arrived at the equality impact score?</p> <ol style="list-style-type: none"> <li>a) who have you consulted with</li> <li>b) what have they said</li> <li>c) what information or data have you used</li> <li>d) where are the gaps in your analysis</li> <li>e) how will your document/process or service promote equality and diversity good practice</li> </ol>
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Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
<b>Age</b>	<p>Including specific ages and age groups:</p> <p>Older people Young people Children Early years</p>	Medium	The service is commissioned for Children and young people aged 13-18
<b>Disability</b>	<p>Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities:</p> <p>Sensory Physical Learning Mental health</p> <p>(including cancer, HIV, multiple sclerosis)</p>	Low	<p>For all children and young people between the age of 13-18 using policy and guidance to deliver an inclusive and equitable service.</p> <p>The team will adapt to meet the needs of Children and young people and will use accessible venues and resources.</p>
<b>Sex</b>	<p>Men/Male Women/Female</p>	Low	For all children and young people between the age of 13-18 using policy and guidance to deliver an inclusive and equitable service.
<b>Marriage/Civil Partnership</b>		N/a	
<b>Pregnancy/ Maternity</b>		Low	For all children and young people between the age of 13-18 using policy and guidance to deliver an inclusive and equitable service.

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
<b>Race</b>	Colour Nationality Ethnic/national origins	Low	For all children and young people between the age of 13-18 using policy and guidance to deliver an inclusive and equitable service.
<b>Religion or Belief</b>	All religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	For all children and young people between the age of 13-18 using policy and guidance to deliver an inclusive and equitable service.
<b>Sexual Orientation</b>	Lesbian Gay men Bisexual	Low	For all children and young people between the age of 13-18 using policy and guidance to deliver an inclusive and equitable service.
<b>Gender Reassignment</b>	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	Working with the wider system to ensure we are an inclusive offer for all children and young people using Trust policy and national guidance.

### Summary

Please describe the main points/actions arising from your assessment that supports your decision.	
This has been reviewed based on a strong working knowledge/ evidence and experience of delivery in this service area.	
EIA Reviewer: Victoria Wilson	
Date completed: 04/07/2024	Signature: V.Wilson