

STANDARD OPERATING PROCEDURE INTENSIVE SUPPORT TEAM STORING MEDICATION ON LILAC UNIT AT TOWNEND COURT

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

CHANGE RECORD

Version	Date	Change details
1.0	Feb 2024	New SOP. Approved at Childrens and LD Clinical Governance Meeting (29 February 2024).

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1. INTRODUCTION

The Intensive Support Team (IST) 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 IST team do not have access to their own clinic room and medication storage facilities and so it is necessary to store them temporarily on Lilac inpatient Unit at Townend Court

2. SCOPE

This document is aimed at all clinical staff, including students who work at the Intensive Support Team or Townend Court inpatient unit and may be involved in the storage of medication

3. DUTIES AND RESPONSIBILITIES

Lead nurse, intensive support team:

The Lead nurse will ensure dissemination and implementation of the SOP and associated documents within the intensive support team

Ward manager, townend court 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 Intensive Support Team 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, IST will collect the medication and ensure it is delivered to Lilac Unit, Townend Court
- 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 Lilac unit

4.2. Storage of Medication

- The nurse in charge on Lilac unit will ensure that the medication is stored in the appropriate place in Lilac'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 Lilac unit, the inpatient nursing team will date check the medication in line with their own date checking procedure
- The nursing team on Lilac 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 IST collect the medication from Lilac unit, it is the responsibility of the inpatient nurse to ensure that the IST 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 IST nurse will ensure that the medication is delivered and administered to the client in an appropriate timescale

5. REFERENCES

<https://intranet.humber.nhs.uk/Policies/Clinical%20Policies/Clinical%20Procedures/Safe%20and%20Secure%20Handling%20of%20Medicines%20Procedures.pdf>

