

**AT A GLANCE – 6.0 ADMINISTRATION AND TRANSFER OF CDS ON INPATIENTS (EXCEPT ST. JOHN’S HOSPICE) AND COMMUNITY SERVICES (EXCEPT DONCASTER CARE GROUP COMMUNITY SERVICES (PHYSICAL HEALTH) [v2.0]**

ROLE	TRUST WIDE		[WARD, TEAM NAME] WARD TEAM SPECIFIC <sup>1,2</sup>
	Last Review:	Next Review:	Last Reviewed:
<b>ADMINISTRATION of CDs – INPATIENTS (non - Hospice)</b>	<p><b>1. RDaSH REQUISITIONED Schedule 2, 3a and 3b CDs (STOCK CDs) AND POM</b></p> <ul style="list-style-type: none"> <li>• Consult the patient’s prescription chart, and ascertain the following: <ul style="list-style-type: none"> <li>a) Name and form of the drug</li> <li>b) Dose</li> <li>c) Date and time of administration</li> <li>d) Route and method of administration</li> <li>e) Diluents as appropriate</li> <li>f) Validity of prescription</li> <li>g) Signature of prescriber</li> </ul> </li> <li>• Select the correct drug (Schedule 2 and 3a) from the CD cupboard.</li> <li>• Select the correct drug (Schedule 3b) from the drug cupboard.</li> <li>• Check the stock against the last entry in the CD register, a second person is required to check the stock level and both members of staff are required to sign the CD register.</li> <li>• Check the appropriate dose against the prescription chart. When using liquid medications use an oral syringe to measure the appropriate dose.</li> <li>• Return the remaining stock to the cupboard and lock the CD cupboard.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorised to administer CDs are (XXXXXX)</li> </ul>

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	<ul style="list-style-type: none"> <li>• Enter the date, time dose, the patient's name in the CD record book and sign the register along with the counter-signatory.</li> <li>• Take the prepared dose to the patient, whose identity is to be checked.</li> <li>• Administer the drug after checking the prescription chart again. Once the drug (Schedule 2, 3a and 3b) has been administered, the prescription chart is signed by two people (the nurse responsible for administering the medication and the counter-signatory).</li> <li>• If a paper drug card is in use, once the drug has been administered, the paper drug chart is signed by one single person (the nurse responsible for administering the medication).</li> <li>• Record the administration on the appropriate charts.</li> <li>• The purpose of the second person is as a check of the correct administration of the drug (i.e., right patient, right drug, right dose, right route, time, and form), and that the appropriate paperwork is completed.</li> <li>• Where the second person is a qualified professional, they should also review the clinical appropriateness of the dose (this excludes non-qualified staff such as Nurse Assistants and Pharmacy Technicians)</li> <li>• It is the administering nurse's responsibility to observe the service user taking any oral medication.</li> </ul>		
<b>SUPPLYING</b> CDs to patients in the	<ul style="list-style-type: none"> <li>• This includes the following:</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorise to supply CDs are (xxxxxx)</li> </ul>

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<b>COMMUNITY MENTAL HEALTH SERVICES</b>	<ul style="list-style-type: none"> <li>○ Leave medication</li> <li>○ Discharge medication</li> <li>○ Outpatient medication</li> <li>○ POM being returned.</li> <li>● Staff must only supply medication in their original dispensing containers. It must not be transferred to alternative containers such as compliance aids.</li> <li>● The AP in charge of the team remains responsible for ensuring that CDs are given to the correct patient or an appropriate adult representative.</li> <li>● The task of supplying the CD may be delegated to an authorised nurse.</li> <li>● CDs may be collected by the following: <ul style="list-style-type: none"> <li>○ Patient</li> <li>○ Patient's representative known to and approved by staff and service user</li> <li>○ Member of staff</li> </ul> </li> </ul>		
<b>TRANSFER</b> of CDs between clinical areas	<ul style="list-style-type: none"> <li>● No medicines are to be transferred from a ward or department within normal pharmacy opening hours, and even outside of these hours' CDs may only be used from another area in an extreme emergency.</li> <li>● In the event that such an emergency arises the following process <b>MUST</b> be followed: <ul style="list-style-type: none"> <li>○ A nurse from the patient's clinical area must visit the issuing ward with the patient's prescription chart.</li> <li>○ A record must be made in the CD register of the issuing ward with the CD being booked out</li> </ul> </li> </ul>		

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	<p>directly to the patient on the receiving ward.</p> <ul style="list-style-type: none"> <li>○ A nurse from the issuing ward will then witness the administration of the drug to the patient.</li> </ul>		

1. Ward/team managers should update this column with
  - Ward/team name and last review date
  - complete the suggested specific details of the SOP for the team/ward
  - add any further details of clarification to support a member of staff carrying out this particular aspect of managing medicines.
2. Where a task is carried out within the ward/team which is either not covered by the SOP or cannot conform to the guidance within the middle column then the Trust Pharmacy Department should be contacted for guidance

