

## AT A GLANCE - 6. Disposal of Unwanted Medicines

ROLE	TRUST WIDE		WARD SPECIFIC
	LAST REVIEW: April 2021	NEXT REVIEW: April 2024	
<b>NON-CONTROLLED DRUGS</b>	<ul style="list-style-type: none"> <li>• Wards are supplied with pharmaceutical waste bins by either Lloyds pharmacy (yellow with a blue or yellow lid) or RDaSH waste management (blue bin) to allow for the disposal of out-of-date stock and unrequired patient's own medication.</li> <li>• ALL CDs, stock medications and selected patient named products <b>MUST</b> be disposed of by authorised pharmacy staff. <ul style="list-style-type: none"> <li>○ Ward staff quarantine waste for pharmacy destruction in the drug cupboard.</li> <li>○ Other medicines may be destroyed by authorised ward staff.</li> </ul> </li> <li>• The bins <b>MUST</b> be kept in a locked treatment room.</li> <li>• Disposal into bin entails: <ul style="list-style-type: none"> <li>○ Solid dosage forms - removal all outer packaging (tablets to remain in blistered foils).</li> <li>○ Liquids remain in the bottle.</li> <li>○ Inhalers – dispose of canister or blisters.</li> <li>○ Creams – dispose of in tube.</li> <li>○ Ampoules – full ampoules only.</li> <li>○ Patches – folded in half before disposal.</li> <li>○ Pharmaceutical waste bins <b>MUST NOT</b> contain sharps.</li> </ul> </li> <li>• When full, the bin <b>MUST</b> be sealed by sliding the lid until it clicks into a locked position.</li> <li>• Collection of full bins: <ul style="list-style-type: none"> <li>○ Lloyds bins - Stericycle will collect sealed (or part full) bins on a monthly basis. All collections must be signed for by ward staff.</li> <li>○ RDaSH waste management – contact 03000 212145.</li> </ul> </li> <li>• Broken ampoules/ part used syringes should be disposed of in the sharps bin.</li> <li>• All disposals of medication <b>MUST</b> be recorded in the Medicines Destruction book (WZT836).</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorised to dispose of medicines on ward are <b>INSERT STAFF GROUP</b></li> <li>• Full medicines waste bins are stored in <b>INSERT LOCATION</b></li> <li>• Additional bins are available from <ul style="list-style-type: none"> <li>○ Lloyds bins - RDaSH Pharmacy services 03000 211308 / 03000 211307</li> <li>○ RDaSH waste management 03000 212145</li> </ul> </li> </ul>
<b>CONTROLLED DRUGS</b>	<ul style="list-style-type: none"> <li>• Schedule 2 &amp; 3 CDs <b>MUST</b> be disposed of by authorised pharmacy staff using DOOP kits for denaturing.</li> <li>• Contact Pharmacy Services for all Controlled Drug disposals.</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorised to act as second signatories for CD destruction are <ul style="list-style-type: none"> <li>○ Registered nursing staff</li> <li>○ Pharmacists</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• This is a two-person procedure and will require a second signatory from the ward.</li> <li>• A CD register reconciliation is done as part of the destruction process.</li> <li>• Used DOOP kits are disposed through the pharmaceutical waste bins.</li> </ul>	<ul style="list-style-type: none"> <li>○ Pharmacy Technicians</li> </ul>
<b>PATIENTS' OWN</b>	<ul style="list-style-type: none"> <li>• Patients' own medication which is no longer required may be disposed of as detailed above.</li> <li>• Where a patient is still on the ward consent <b>MUST</b> be obtained prior to disposal and recorded in their notes.</li> </ul>	
<b>CYTOTOXICS &amp; CYTOSTATICS</b>	<ul style="list-style-type: none"> <li>• Cytotoxic and cytostatic drugs should be disposed of via the cytotoxic pharmaceutical waste bin (purple lid).</li> <li>• The disposal process is the same as per 'Non-controlled drugs' above ensuring gloves are used.</li> </ul>	Gloves and other PPE are kept in cupboard in treatment room.
<b>PATIENT CONFISCATIONS/ UNKNOWN SUBSTANCES</b>	<ul style="list-style-type: none"> <li>• All confiscations from patients must be quarantined in the drug cupboard and recorded in the patient's notes. <ul style="list-style-type: none"> <li>○ Place all confiscated substances into a bag or envelope and place in the bottom of CD Cupboard clearly marked for disposal.</li> </ul> </li> <li>• If the substance is known and is non-controlled drug, manage disposal as per 'Patients' Own' above.</li> <li>• If the substance is unknown, a controlled drug, an illegal or otherwise restricted substance: <ul style="list-style-type: none"> <li>○ enter a record of in back of CD register (requires second signatory).</li> <li>○ Unknown substances should be labelled as "unknown substance" recorded as 'Unknown substance' (along with a brief description e.g., a small bagful of green leaves) in the CD register.</li> <li>○ The ward manager is advised regarding onward notification.</li> <li>○ Unknown substances and CDs are disposed of as per 'Controlled Drugs' above.</li> <li>○ Contact RDaSH Pharmacy services 03000 211308 / 03000 211307 to arrange disposal.</li> </ul> </li> </ul> <p>Illegal or otherwise restricted substances require police notification and destruction.</p>	

