

**AT A GLANCE – 3.0 RECEIVING AND STORING OF CDS ON INPATIENTS (EXCEPT ST. JOHN'S HOSPICE) AND COMMUNITY SERVICES (EXCEPT DONCASTER CARE GROUP COMMUNITY SERVICES (PHYSICAL HEALTH) Including WARD CLOSURE and CD KEY MANAGEMENT [v2.0]**

ROLE	TRUST WIDE		[WARD, TEAM NAME] WARD TEAM SPECIFIC <sup>1,2</sup>
	Last Review:	Next Review:	Last Reviewed: [Enter Date]
<b>RECEIVING CDs – INPATIENT (non - Hospice)</b>	<p><b>1. RDaSH REQUISITIONED CDs (Schedule 2, 3a and 3b)</b></p> <ul style="list-style-type: none"> <li>• All CD items will be delivered in either a sealed box or satchel. There should be a tamper evident closure. This will be separate to other stock.</li> <li>• The delivery note <b>MUST</b> be signed and given to the driver as proof of delivery for the pharmacy.</li> <li>• The order is to be opened, with the contents checked and stored immediately in the CD cupboard (this is applicable to Schedule 2 and 3a CDs).</li> <li>• No need to store Schedule 3b CDs in the CD cupboard.</li> <li>• <b>At no time following delivery is the order of CDs to be left unattended</b></li> </ul> <p><b>1a. STOCK CDs (unlabelled supply)</b></p> <ul style="list-style-type: none"> <li>○ Stock <b>MUST</b> be checked against the CD requisition book and the delivery note.</li> <li>○ As a matter of good practice, the person receiving the CDs should not be the same person who ordered them unless this is unavoidable.</li> <li>○ Receipt of the CDs <b>MUST</b> be entered into the CD register (see <a href="#">SOP 4</a> Record Keeping below)</li> <li>○ Stock should be stored in the CD cupboard ensuring all stock is rotated such that stock</li> </ul>		<ul style="list-style-type: none"> <li>• Staff authorised to sign the delivery note are (xxxxxx)</li> <li>• Staff authorised to receive and record CDs are (xxxxxx)</li> <li>• Ward CD Register book (WOP105) are ordered via NHS Supplies</li> <li>• Staff authorised to act as witness for the CD register are (xxxxxx)</li> </ul>

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	<p>with the shortest expiry date is available for first use.</p> <p><b>1b. PATIENT DISPENSED (leave/discharge)</b></p> <ul style="list-style-type: none"> <li>○ Each such CD received must be checked, against the prescription</li> <li>○ Receipt of the CDs <b>MUST</b> be entered into the CD register (see <a href="#">SOP 4</a> Record Keeping below)</li> <li>○ Individually labelled CDs <b>MUST</b> be clearly separated from stock in the CD cupboard</li> </ul> <p><b>2. PATIENT'S OWN MEDICINES (POM)</b></p> <p>This applies to CDs brought in by the patient</p> <ul style="list-style-type: none"> <li>● Each such CD received must be checked for accuracy of drug, strength, form and quantity</li> <li>● Receipt of the CDs <b>MUST</b> be entered into the CD register (see <a href="#">SOP 4</a> Record Keeping below)</li> <li>● Patient's own CD's <b>MUST</b> be clearly separated from stock in the CD cupboard</li> </ul> <p><b>3. DISCREPANCIES</b></p> <p>Any discrepancies should be reported Immediately to:</p> <ul style="list-style-type: none"> <li>○ The shift manager</li> <li>○ The supplying pharmacy</li> </ul> <p>If not rectified, the Trust CD Accountable Officer must also be informed via the Pharmacy Department.</p> <p>Appropriate records must be made in the CD register and all necessary action taken to resolve the discrepancy.</p>		
<b>STORAGE</b> of CDs and CD stationary –	<ul style="list-style-type: none"> <li>● CD stationary must be stored by the ward in a locked cabinet, cupboard or</li> </ul>		

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<b>INPATIENTS (non - Hospice)</b>	<p>drawer. It must not be kept in the CD cupboard.</p> <ul style="list-style-type: none"> <li>CD cupboards <b>MUST</b> be reserved solely for the storage of CDs and be secured to a wall.</li> <li>CD cupboards used by wards must conform to the British Standard reference BS2881 or be otherwise approved by the Chief Pharmacist.</li> <li>CDs (Schedule 2 and 3a stock, patients dispensed and POMs) must be locked away not in use.</li> </ul>		
<b>RECEIVING</b> patient's own CDs - <b>COMMUNITY MENTAL HEALTH SERVICES</b>	<ul style="list-style-type: none"> <li>Each POM CD received must be checked for accuracy of drug, strength, form and quantity</li> <li>Receipt of the CDs <b>MUST</b> be entered into the CD register (see <a href="#">SOP 4</a> Record Keeping below)</li> </ul>		<ul style="list-style-type: none"> <li>Team CD Register book (WOP105) are ordered via NHS Supplies</li> <li>Staff authorised to act as witness for the CD record are (xxxxxx)</li> </ul>
<b>STORAGE</b> of CDs and CD stationary – <b>COMMUNITY MENTAL HEALTH SERVICES</b>	<ul style="list-style-type: none"> <li>The storage of “Patient’s Own Drugs” remains the service user’s responsibility, except New Beginnings where storage is maintained on service user’s behalf.</li> <li>See Storage of CDs and CD stationary – inpatients above.</li> </ul>		
<b>WARD AND SERVICE CLOSURES</b>	<ol style="list-style-type: none"> <li><b>Temporary Closure (7 days or less):</b> <ul style="list-style-type: none"> <li>All CDs to remain locked in the CD cupboard.</li> <li>The security of the ward and its CD cupboard must be satisfactory to both the AP in charge and to the Trust Chief Pharmacist.</li> <li>If there is any doubt about security, then follow the guidance for long term closures.</li> </ul> </li> <li><b>Long term Closure (more than 7 days):</b> <ul style="list-style-type: none"> <li>All CDs recorded in the CD registers must be reconciled with</li> </ul> </li> </ol>		

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	<p>the actual stock held (see <a href="#">SOP 5</a> Reconciliation of CDs below).</p> <ul style="list-style-type: none"> <li>All CDs must be returned to the SLA pharmacy dispensary.</li> <li>All CD registers and order books, both current and archived, should be sent securely to RDaSH Pharmacy Department for storage.</li> </ul>		
<b>KEYS</b>	<p><b>1. Possession of Keys:</b></p> <ul style="list-style-type: none"> <li>CD cabinet keys must be kept in the possession of the AP in charge (or deputy).</li> </ul> <p><b>2. Missing Keys:</b></p> <ul style="list-style-type: none"> <li>If the keys go missing and cannot be found, then urgent efforts must be made to retrieve them as quickly as possible.</li> <li>If the keys cannot be retrieved, then the AP in Charge must be informed as soon as possible along with the Accountable Officer (Chief Pharmacist), via the Pharmacy Department on 03000 211307 / 03000 211308.</li> <li>The Accountable Officer will decide whether to call the police.</li> <li>The loss of keys must not impede service user care. In such cases any necessary staff must be informed to arrange a supply of medication.</li> <li>A set of spare CD keys must be kept in a ward close-by.</li> </ul>		<ul style="list-style-type: none"> <li>Staff authorised to keep the keys are (XXXXXX)</li> </ul>

- 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.
- 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

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Staff members should sign below to indicate that they have read and understand the process required to receive and store CDs Including WARD CLOSURE and CD KEY MANAGEMENT for this ward/team

STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE