

AT A GLANCE – 3.0 RECONCILIATION, ADMINISTRATION AND RECORD KEEPING OF CDS ON RDaSH CARE GROUPS COMMUNITY SERVICES (PHYSICAL HEALTH) [v3.0]

ROLE	TRUST WIDE	[TEAM NAME] TEAM SPECIFIC ^{1,2}
	Last Review: May 2022 Next Review: May 2025	Last Reviewed:
<p>RECONCILIATION of CDs</p>	<ul style="list-style-type: none"> • Stock balances must be checked at the point of administration (see Appendix B.) • Staff checking the balance shall sign against the stock level and have it countersigned by another member of staff (if available) • To ensure an accurate count and retain the integrity of full packs, all sealed packs are presumed to be completed until opened. • Unopened bottles should be presumed to contain the indicated quantity. Each time a bottle is opened, or the expected quantity indicates opening a new bottle the volume should be formally reconciled. • Sealed packs must not be opened as part of the checking process. • When a sealed pack is initially opened, it is checked to verify the drug, strength, and quantity. This must be documented on the appropriate form. • Any discrepancies must be reported to the line manager and an Ulysses safeguard IR1 system completed, which will be investigated by the team manager/coordinator or a delegated senior member of staff. <ul style="list-style-type: none"> ○ If the reason for discrepancy cannot be identified and corrected (such as an arithmetic error in the running balance) then the Trust Accountable Officer (Chief Pharmacist) must be informed, and an incident reported on the Ulysses safeguard IR1 system 	<ul style="list-style-type: none"> • Staff authorised to reconcile CDs are (XXXXXX) • Staff authorised to act as a witness are (XXXXXX)

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	<ul style="list-style-type: none"> ○ If the reason for discrepancy is related to, recurrent stock missing and concerns about any specific relative/carer the police must also be contacted. 		
ADMINISTRATION of CDs	<ul style="list-style-type: none"> • Administration of a CD will follow the normal procedure for administering medicines. The following will need to be ascertained: <ul style="list-style-type: none"> a) Name and form of the drug b) Dose c) Date and time of administration d) Route and method of administration e) Diluents as appropriate f) Validity of prescription g) Signature of prescriber (See Appendix B, Medication Record Sheet) With the additional requirements of (if applicable to the service): <ul style="list-style-type: none"> ○ The dose to be administered shall be checked by a second person (if available) ○ Where a second member of staff is not available, this may be the patient or carer. ○ The CD Record must be updated and signed. • A second person check is to be considered where doses are made up or multiple strengths/vials. People who may be considered are relatives/carers. The point of the check is of accuracy not clinical. • Where the second person is a qualified professional, they should also review the clinical appropriateness of the dose. • It is the administering nurse's responsibility to observe the service user taking any oral medication. • Staff must only supply medication in original dispensing containers. It must not be transferred to 		<ul style="list-style-type: none"> • Staff authorise to supply CDs are (xxxxxx) • If applicable to the service, staff authorise to be a second member of staff for the supply of CDs are (xxxxxx)

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	<p>alternative containers such as compliance aids.</p> <ul style="list-style-type: none"> • The administering practitioner remains responsible for ensuring that CDs are given to the correct patient or an appropriate adult representative. • The task of supplying the CD may be delegated to an authorised nurse. • An entry must be made on SystemOne to state the administration of CDs as well as batch number and expiry date accordingly. • Two-person process is required to Schedule 2 and 3a CDs (if available). 		
RECORD KEEPING	<ul style="list-style-type: none"> • Staff must record the receipt, administration, destruction and maintain a running balance of Schedule 2 and 3a stock as part of the Medicines administration record using the Community Nursing Service CD Record (Please see Appendix B). • No CD register record needs to be made for Schedule 3b CDs. • A separate sheet must be used for each drug's preparation. 		

1. Team managers should update this column with
 - team name and last review date
 - complete the suggested specific details of the SOP for the team
 - 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 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

