AT A GLANCE – 7 RETURN AND DESTRUCTION OF CDS IN ST JOHNS HOSPICE [V2]

ROLE	TRUST WIDE		ST JOHNS HOSPICE	
	Last Review: November 2020	Next Review: November 2023	SPECIFIC ^{1,2}	
RETURNING of CDs stock supply - INPATIENTS	destruction of CD second staff mem All CDs will be deteam using a property (DOOP), which constant states at the pharmacy. The destruction of the destruction of the destruction of the destroys the presence of a second second of the destroys of the person complete and sign to confirm the destroys the presence of a second sheet we and kept by the Time second staff the destruction of the destroys the presence of a second sheet we and kept by the Time second staff the destruction of the	and PATIENT E/discharge) returned to the ed trained named ted by the Trust cer can undertake the is in presence of a her. Estroyed on the ward or orietary denaturing kit an be ordered from the fine Trust Pharmacy rder and store these acy base. If CDs should be done gs with a solution re medication in the cond staff member. Intion should be then authorized trained appointed by the cer and a second the CD register book, in disposal. Itili also be completed	 Staff authorised to dispose of medicines in the ward are authorised pharmacy staff Staff authorise to witness the disposal of medicines are All staff within the hospice inpatient unit, who have been assessed as competent Pharmacy contact number 03000 211307 / 03000 211308 All CDs will be destroyed on the ward by trust Pharmacy Department 	
	phenobarbital, production of the drug cupbor the ward destruct 2. PATIENTS OWN MI A CDs (benzodia: androgenic and a quarantined separation of the drug, street quantity and reast placed in a destruct of the drug cupbor the ward destruct the ward destruct and the AP may ask it adult/patient may storage (the approximation)	EDICINES (POM) charge or prior to this	 If CDs are not returned to an appropriate adult consent must be provided by an appropriate adult/patient for disposal and the above procedure for the destruction of CDs should be followed Trust Pharmacy suggestion: The signature of the patient/appropriate adult is not necessary provided that two nursing staff (assessed as competent) completes the CD register book and entry is made in the patient's notes advising who the medication is given to. CD administration procedure (At a Glance 6) procedure 	

MUST be followed when to this effect made in the patient's clinical records). giving patients their own medicines The CD register should be accessed. The CDs to be returned should be identified. • The AP should make an entry in the register stating the CDs are being returned to the patient/appropriate adult. This should then be signed by the Counter-Signatory along with the signature of the patient/appropriate adult (if other service user details are visible these should be covered). **REMOVAL** 1. Action if a visitor is in possession of an Staff authorised to dispose of AND unknown substance medicines are authorised pharmacy staff **DISPOSAL OF** If any visitors are seen to be in a UNKNOWN possession of a suspected illicit Staff authorise to witness the **SUBSTANCES** substance they will be asked to leave disposal of medicines are - INPATIENTS the premises. authorised pharmacy staff and qualified staff within the hospice The Nurse in Charge of the ward will inpatient unit, who have been then consult with the Modern assessed as competent Matron/Service Manager about the need to report the matter to the Police, and bar any further visits by the person concerned 2. Action if a patient is in possession of an unknown substance If a patient is suspected to have illicit substances on them the nurse in charge of the ward in the company of another member of staff will discuss their suspicions with them and ask that they voluntarily hand over the substance for destruction. Once handed over the illicit substance will be placed in an envelope which will be labelled with reference number linking it to the entry in the CD register. The envelope will be sealed, and both the nurse in charge and the witnessing staff will sign and date across the sealed flap of the envelope. The envelope will then be locked in the ward CD cupboard. An entry will be made in the CD register under the heading of unidentified substance. Trust Pharmacy is to be notified of the illicit substance ASAP and they will make arrangements for the removal and safe disposal of the substance. If the quantity of illicit substance is greater than for personal use, advice should be sought from the Service Matron/Manager as to the need for the matter to be reported to the police.

 All actions taken are to be recorded in 	
the patient's clinical records or in the	
event of a visitor on the ward 24-hour	
report. An incident report will also be	
made on the Trust electronic reporting	
system.	

- 1. Ward manager should update this column with
 - Ward/team name and last review date
 - Complete the suggested specific details of the SOP for the 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 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 order CDs for this ward.

STAFF MEMBER'S NAME	STAFF MEMBER'S SIGNATURE	DATE