

	<p>to this effect made in the patient's clinical records).</p> <ul style="list-style-type: none"> • 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). 	<p><i>MUST</i> be followed when giving patients their own medicines</p>
<p>REMOVAL AND DISPOSAL OF UNKNOWN SUBSTANCES - INPATIENTS</p>	<ol style="list-style-type: none"> 1. Action if a visitor is in possession of an unknown substance <ul style="list-style-type: none"> • If any visitors are seen to be in a possession of a suspected illicit substance they will be asked to leave the premises. • The Nurse in Charge of the ward will then consult with the Modern 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 <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Staff authorised to dispose of medicines are authorised pharmacy staff • Staff authorise to witness the disposal of medicines are authorised pharmacy staff and qualified staff within the hospice inpatient unit, who have been assessed as competent

	<ul style="list-style-type: none"> • 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. 	
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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

