

## Medicines Management Procedure: Medicines Ordering and Supply for East Midlands Critical care Transport Services operating out of Castle Donington

This guideline is for use by healthcare staff, at CoMET/ACCOTS/CenTre undertaking critical care retrieval, transport and stabilization of neonates, children, and adults who are operating currently out of Castle Donington.

CoMET and CenTre are hosted by the University Hospitals of Leicester NHS trust working in partnership with the Nottingham University Hospitals NHS Trust, and ACCOTS is hosted by University Hospitals of Leicester in partnership with University Hospital Birmingham

The guidance supports decision making by individual healthcare professionals and to make decisions in the best interest of the individual patient.

This guideline represents the view of CoMET, ACCOTS and CenTre, and is produced to be used mainly by healthcare staff working for the transport services.

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### Education and Training

1. Annual Transport team update training days

### Monitoring Compliance

| What will be measured to monitor compliance | How will compliance be monitored | Monitoring Lead   | Frequency | Reporting arrangements        |
|---|----------------------------------|---|-----------|-------------------------------|
| Incident reporting                          | Review related Datix             | Abi Hill – CoMET Matron<br><a href="mailto:Abi.hill@uhl-tr.nhs.uk">Abi.hill@uhl-tr.nhs.uk</a> | Monthly   | CoMET Lead Governance Meeting |
| Documentation Compliance                    | Documentation Audit              | Abi Hill – CoMET Matron   | 3 Monthly | CoMET Lead Governance         |

|  |  |                        |  |         |
|--|--|------------------------|--|---------|
|  |  | Abi.hill@uhl-tr.nhs.uk |  | Meeting |
|--|--|------------------------|--|---------|

# Medicine Management Procedures – Medicines Ordering and Supply

## Introduction

The purpose of this document is to provide guidance on how to order stock medicines from UHL Pharmacy for use within the transport teams- ACCOTS, CoMET and CenTre.

## Section 1: Medicines ordering and supply

### 1.1 Principles of good stock management

- Good stock management and timely ordering is essential to ensure adequate supply for the transports services.
- The stock list relevant to each service can be found in Appendix 1. There will be a relevant base stock holding in the base cupboard for replacement for each of the services (see Appendix 2).
- The stock lists are fixed but can be amended through consultation with the leadership team from each of the services CoMET, CenTre and ACCOTS and in discussion with the pharmacy service.
- Amendments of stock levels and ordering quantities in light of increased activity will be made and communicated to all Heads of Service before this has been implemented. Stock levels will be maintained within the minimum and maximum levels as set out on the stock list (Appendix 1). This will be a shared stock list between the three clinical services based out of the Castle Donington Site and will be altered accordingly based on each service's usage over time. Pharmacy will monitor the ordering of excessive stock as this can result in increased wastage, poor stock rotation and inadequate storage.

### 1.2 Stock maintenance

- Each base must perform a full stock check once a week.
- Individual services will be responsible for checking their own drug bags, however only one service will be required to check the base stock- this will rotate every 2 months between the different services.
- The full stocktake will be undertaken on a Sunday and the team completing will sign the appropriate record ensuring that it has been communicated that this has taken place (See Appendix 3).
- Before starting the stock take, tidy the cupboard/fridge. Put all containers/packets of the same item together, alphabetically by approved drug name on the shelf. This enables all staff to locate items easily.
- Check expiry dates making sure stock rotation occurs and ensure shorter dated items are at the front of the shelf. Where there is a short dated stock drugs expiring imminently, ensure

that extra stock for this medicines is reordered from pharmacy at least two weeks ahead of the expiry date, and where appropriate, this medicine is to be used as soon as is reasonable.

- Where these short dated drugs cannot be used immediately (with the exception of Controlled Drugs), they should be returned to UHL pharmacy for destruction.

### 1.3 Ordering of Non- CD drugs

- Stock drugs ordered will be supplied from UHL Pharmacy via the Pharmacy Stores Replenishment team at Glenfield Hospital.
- The stock drug order form (Appendix 3) should be completed by the rostered registered nurse on an as required basis initially dependent on drug usage overall.
- Orders should ideally be completed on a weekly basis.
- The rostered staff member should indicate on the stock drug order form, the required number of items as whole boxes. Pharmacy will only supply full boxes of stock drugs.
- Orders should be completed by Monday morning and a copy of the order request form should be scanned to the Pharmacy Replenishment mailbox :  
[ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) with the title "Stock Order Requests Castle Donington"
- Pharmacy Stores will require 48 hours to pick and package stock drug orders and will therefore be ready for collection from Thursday of the same week.
- Stock drug orders will be packaged in a sealed pharmacy bag.
- ACCOTS, CoMET or CenTre will send a driver and clinical team member to collect the stock drugs from Glenfield Pharmacy Stores on Thursday. If the driver is unable to attend for collection on the Thursday (of that same week), staff will need to send an email indicating collection will be Friday or an alternate day.
- Ad-hoc orders can be submitted outside of these times and will be processed within a 48 hour timeframe as necessary. Collection times can be arranged via the [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) email box.
- On arrival at Pharmacy Stores, Glenfield Hospital, the allocated team member will need to present identification to the Pharmacy Stores staff and complete the necessary paperwork with a signature (Appendix 4). A copy of the signed delivery paperwork will need to be returned to the site with the drug stock.

### Returns of non-CD drugs

- To prevent wastage of stock over at Castle Donington, drugs which have an expiry of less than 6 months will ideally be replaced.
- Contact UHL pharmacy by emailing [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) indicating that there are near expiry/expired drugs that need replacing.
- After agreement and arrangement with UHL Pharmacy, the Acute Nurse in Charge for the day must complete the necessary paperwork (see Appendix 5- forms: Appendix D&E), and return to pharmacy in a Green sealed bag for delivery back to Glenfield Pharmacy Stores.

### 1.4 Controlled drugs ordering (CoMET and ACCOTs only)

- All staff (COMET and ACCOTs) will follow the guidance contained within the University of Leicester Hospitals Policy and Procedure for the Use of Controlled Drugs (CDs) on Wards, Departments and Theatres when handling and using controlled drugs in the course of their routine practice.  
[uhl-tr.nhs.uk/sharepoint.com/teams/PAGL/pagdocuments/Forms/Default1.aspx?id=%2Fteams%2FPAGL%2Fpagdocuments%2FControlled Drugs UHL Policy%20Epdf&parent=%2Fteams%2FPAGL%2Fpagdocuments](https://uhl-tr.nhs.uk/sharepoint.com/teams/PAGL/pagdocuments/Forms/Default1.aspx?id=%2Fteams%2FPAGL%2Fpagdocuments%2FControlled%20Drugs%20UHL%20Policy%20Epdf&parent=%2Fteams%2FPAGL%2Fpagdocuments)
- The use of Controlled Drugs is governed by the Misuse of drugs Act 1971, Misuse of Drugs Regulations 2001 and the Controlled Drug Regulations 2013 with additional amendments following the Shipman enquiry and subsequent legislation.
- This policy described above defines the procedures for the ordering, receipt, storage, administration and destruction of controlled drugs at department level to ensure compliance with legal requirements and best practice. These procedures must be followed in all instances where controlled drugs are being used and managed.
- The procedures found within this policy are there to ensuring a complete auditable trail is kept for all stages and use of Controlled Drugs.
- This policy applies to all schedule 2 and 3 drugs outlined in the Misuse of Drugs regulations 2001.

In addition:

- The Acute nurse on duty (for CoMET and ACCOTs) are responsible for the safe and appropriate management of CD's in that area.
- Legal responsibility for the controlled drugs remain with the acute nurse on duty for the relevant service.
- Access to the biometric key cupboard (or the CD cabinet key) can only be designated by the senior team (Matron, Team Leader, Educator, Head of Service and General Manager for each service)
- All designated staff involved with the management of CDs (ordering, preparation, administration and disposal) are required to submit a copy of their signature, area of work and professional registration number to Pharmacy for confidential use in checking and validating written records. The Modern Matron/ Lead Practitioner for the COMET and ACCOTS service are responsible for organising this and ensuring these records are kept up to date within pharmacy.

## Ordering

- Controlled drugs for use by either CoMET or ACCOTs service must be ordered using the appropriate service's Controlled Drugs order book, by someone who has a designated signature on file with pharmacy.
- In line with the Controlled Drug Policy, the designated practitioner (who has a signature on file with pharmacy) must fully complete the appropriate number of Controlled drugs required in the relevant Controlled Drugs order book.
- A copy of the page of the order book must be scanned to the [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) email box

- After 48 hours, contact Glenfield Pharmacy to ensure the dispensed CDs are ready for collection. A delegated registered practitioner (from either COMET or ACCOTS) should accompany the controlled drugs order book to Glenfield pharmacy for receipt and collection of the dispensed CDs.
- Once at pharmacy, the CD order book will be handed to pharmacy.
- Pharmacy will check the scanned CD order copy against the original CD order and release to the registered practitioner (with appropriate UHL photo ID) for delivery.

## Receipt

- Before collection of replacement controlled drugs, the relevant service must ensure that there are designated registered nurses on site to receive the newly dispensed controlled drugs.
- The practitioner designated to collect the newly dispensed CDs must be a staff nurse with a registered signature on file with pharmacy and work for the associated service i.e. CoMET/ACCOTS are responsible for collecting their own Controlled Drugs. This does not need to be the same individual that placed the original order.
- On arrival at Castle Donington, the controlled drugs must be entered into the controlled drugs register for the relevant service on the appropriate page in the controlled drugs register.
- The entry of the controlled drugs must be witnessed by an appropriate registered professional (registered UHL nurse / UHL doctor / UHL ACP or equivalent with a honorary UHL contract) and should ideally be a member of staff from the same service. However, in the event that there is not an available member of staff from the same team, a registered professional (as listed above) from a different team can support. (The second checker does not necessarily need to have their signature on file as long as they are a registered professional.)
- The controlled drugs must be stored on the appropriate shelf for that service (COMET or ACCOTS) of the shared controlled drugs cabinet. The cabinet must remain locked at all times except when in use.

## Controlled Drug Balance Checks

- Balance checks of the controlled drugs in the CD cupboard and those contained with the pouches for each relevant service (ACCOTS and COMET) must be performed twice daily by a registered nurse in accordance with guidance from the UHL Controlled Drug Policy. This process needs to be witnessed by a registered nurse.
- The balance check book can be obtained from the UHL Print Room and must be used in all cases.
- Where a discrepancy is found (and either stock is missing or stock balances do not tally) – the Acute Nurse on Duty must alert the General Manager/Matron/Team Leader for the relevant service and contact UHL Pharmacy for advice and to inform the Accountable Officer for Controlled Drugs (Chief Pharmacist). Refer to section 5.8 and 5.9 of the UHL Controlled Drugs Policy.

- All staff who have been on shift must make themselves available for interview in the event of a missing controlled drug.

### **Controlled Drugs Return and Destruction**

- Guidance stipulated in section 5.19 of the UHL Controlled Drugs Policy must be followed at all times.
- Controlled Drugs no longer required for use within the service, including out of date stock CDs or short dated CDs must only be removed by two registered nurses of the relevant service using the appropriate necessary paperwork (see appendix 5)
- Contact UHL pharmacy by emailing [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) indicating that there are expired controlled drugs needing to be returned for destruction.
- (GH replenishment stores will highlight to UHL Pharmacy that CD stock needs to be destroyed).
- Unwanted CDs must be stored in an appropriate section of the CD cupboard until arrangements can be made for the CD drugs to be returned to pharmacy for destruction.
- After agreement and arrangement with UHL Pharmacy, the Acute Nurse in Charge for the day must complete the necessary paperwork (see Appendix 5, form appendix B&E), get this witnessed by a registered nurse and place the CD for return in a Red sealed bag for delivery back to Glenfield Pharmacy Stores.

### **Broken or defective stock**

- Where there is accidental breakage of ampoules, vials or bottles, the CD must be safely disposed of in the DOOP/DOOM kit in the clinical area in the presence of two registered practitioners.
- The CD which has been broken must be accounted for in the CD register. An entry on the appropriate page must be recorded stating the reason for the accidental damage and signed by both registered practitioners. The remaining balance must be checked by both registered practitioners.
- Refer to section 5.20 of the UHL Controlled Drugs Policy.

### **Record Keeping**

- Refer to UHL's Policy and Procedure for the Use of Controlled Drugs (CDs) on wards, Departments and Theatres, Section 5.7 and Appendix 8.

## Appendix 1: MCCTS (ACCOTS, CoMET & CenTre)

### DRUG Formulary (per drug pouch)

| Drug Name               | Concentration                | ACCOTS Stock | CoMET Stock | CenTre Stock |
|-------------------------|------------------------------|--------------|-------------|--------------|
| <b>Controlled Drugs</b> |                              |              |             |              |
| Alfentanil              | 25mg/50ml                    | 2            |             |              |
| Fentanyl                | 100 microgram/2ml            |              | 1           |              |
| Ketamine                | 500mg in 10ml                |              | 2           |              |
| Ketamine                | 200mg/20ml                   | 2            |             |              |
| Midazolam               | 50mg/10ml                    | 2            | 5           |              |
| Morphine                | 10mg/ml                      | 2            |             |              |
| Phenobarbitone          | 200mg in 1ml                 |              | 2           |              |
| Potassium Chloride      | 1.5 g in 10ml (2mmol in 1ml) |              | 1           |              |
| <b>Fridge Drugs</b>     |                              |              |             |              |
| Dinoprostone            | 1mg in 1ml                   |              | 1           |              |
| Rocuronium              | 10mg in 1ml                  | 4            | 5           |              |
| Lorazepam               | 4mg in 1ml                   |              | 2           |              |
| Vasopressin             | 20 units in 1 ml             |              | 1           |              |
| <b>Cupboard Drugs</b>   |                              |              |             |              |
| Adrenaline              | 1 in 10,000                  | 6PFS         | 2amp        | 1amp         |
| Adrenaline              | 1 in 1000 (4ml)              | 4            | 4           |              |
| Amiodarone              | 150mg/3ml                    | 2            | 2           |              |
| Amiodarone              | 300mg/10ml                   | 1 PFS        |             |              |
| Aminophylline           | 250mg/10ml                   |              | 2           |              |
| Adenosine               | 6mg/2ml                      | 4            | 2           |              |
| Atropine                | 600 mcg                      | 1            |             | 1            |
| Calcium Chloride        | 10mmol in 10ml               | 2            | 2           |              |
| Calcium Chloride 10%    | 1mmol/ml                     | 1PFS         |             |              |
| Calcium Gluconate 10%   | 10ml                         |              |             | 1            |
| Chlorphenamine          | 10mg/ml                      | 1            | 1           |              |
| Cyclizine               | 50mg/ml                      | 1            |             |              |
| Dexamethasone           | 3.3mg                        |              | 2           |              |
| Dopamine                | 200mg in 5ml                 |              |             | 1            |
| Dobutamine              | 250mg in 20ml                |              |             | 1            |
| Glucagon                | 1mg/ml                       | 2            |             |              |
| Glucose 50%             | 25g/50ml                     | 1 bottle     |             |              |
| Glycostop               |                              |              | 1           |              |
| Glycopyrolate           | 600 microgram                | 1            |             |              |
| Hydrocortisone          | 100mg                        | 1            | 2           |              |
| Insulin                 | 100units/ml                  | 1            |             |              |
| Ipratropium Bromide neb | 500mcg/2ml                   | 2            | 4           |              |



| Drug Name                           | Concentration           | ACCOTS Stock | CoMET Stock | CenTre Stock |
|-------------------------------------|-------------------------|--------------|-------------|--------------|
| <b>Cupboard drugs cont.</b>         |                         |              |             |              |
| Labetalol                           | 200mg/40ml              | 2            |             |              |
| Levetiracetam                       | 500mg                   | 4            | 2           |              |
| Magnesium Sulphate 50%              | (2ml)                   |              | 2           |              |
| Magnesium Sulphae                   | 5g/10ml                 | 1            |             |              |
| Metaraminol                         | 10mg/ml                 | 4            |             |              |
| Milrinone                           | 1 mg/ml (10ml)          |              | 2           |              |
| Naloxone                            | 400 microgram/ml        | 2            |             | 1            |
| Noradrenaline                       | 1 in 1000 (4ml)         | 4            | 4           |              |
| Ondansetron                         | 4mg/2ml                 | 2            |             |              |
| Paracetamol                         | 1g/100ml                | 1 Bottle     |             |              |
| Phenytoin                           | 250mg/5ml (plus filter) |              | 2           |              |
| Propofol 1%                         | 10mg/ml (20mls)         | 2 Amps       |             |              |
| Propofol 1%                         | 10mg/ml (100mls)        | 1 Bottle     |             |              |
| Rocuronium                          | 50mg/5ml                | 4 Amps       |             |              |
| Salbutamol Neb                      | 5 mg/2.5ml              | 4            | 4           |              |
| Sodium Bicarbonate 8.4%             | (10ml)                  |              | 2           |              |
| Sodium Bicarbonate 4.2%             | 10ml                    |              |             | 1            |
| Sodium Chloride 0.9%                | (10ml)                  | 5 PFS        | 4           | 7            |
| Thiopental                          | 500 mg                  |              | 2           |              |
| Tranexamic acid                     | 100mg/ml                | 2            | 2           |              |
| Water for Injection                 | 10ml                    | 5            | 2           | 7            |
| <b>Fluids</b>                       |                         |              |             |              |
| Glucose 5%                          | 50ml                    | 2            |             |              |
| Glucose 10%                         | 500ml                   |              | 2           | 1            |
| Mannitol                            | 500ml                   |              | 1           |              |
| 0.9% NaCl                           | 100ml                   | 1            |             |              |
| 0.9% NaCL                           | 500ml                   |              | 1           | 1            |
| 0.9% Heparinised saline             | 500ml                   |              | 1           |              |
| 0.9% NaCl                           | 1000ml                  | 1            |             |              |
| 3% NaCl                             | 500ml                   | 1            | 1           |              |
| Plasmalyte                          | 1000ml                  | 1            | 2           |              |
| Sodium Bicarbonate 8.4%             | 100ml                   | 1            |             |              |
| Water bags for humidification       | 1 litre                 |              | 1           | 3            |
| Water bottle for humidity incubator | 500ml                   |              |             | 1            |



## Appendix 2: MCCTS (ACCOTS, CoMET & CenTre)

### Minimum Stock Levels

| Drug Name   | Concentration                | Minimum stock levels                        |
|---|------------------------------|---|
| <b>Controlled Drugs</b>   |                              |   |
| Alfentanil  | 25mg/50ml                    | 1 box 10 vials                              |
| Fentanyl  | 100 microgram/2ml            | 1 Box 10 vials                              |
| Ketamine  | 500mg in 10ml                | 1 Box of 10 vials                           |
| Ketamine  | 200mg/20ml                   | 1 box 10 vials                              |
| Midazolam   | 50mg/10ml                    | 2 boxes 10 vials (1 box CoMET, 1 box ACCOT) |
| Morphine  | 10mg/ml                      | 1 box 10 vials                              |
| Phenobarbitone  | 200mg in 1ml                 | 1 box 10 vials                              |
| Potassium Chloride  | 1.5 g in 10ml (2mmol in 1ml) | 1 box 10 vials                              |
| <b>Fridge Drugs</b>   |                              |   |
| Dinoprostone  | 1mg in 1ml                   | 1 box 10 vials                              |
| Rocuronium<br>Esmeron brand only to be stocked: Expiry 3 months from when placed in bag     | 10mg in 1ml                  | 4 boxes of 10 vials                         |
| Lorazepam<br>Macure Pharma brand: to be discarded after the third excursion                 | 4mg in 1ml                   | 2 box 10 vials                              |
| Vasopressin<br>AOP Orgam Ltd only to be stocked: To be replaced every month from fridge bag | 20 units in 1 ml             | 1 box 10 vials                              |
| IM Glucagon pre-filled syringe  |                              | 4   |
| <b>Cupboard drugs</b>   |                              |   |
| Adrenaline  | 1 in 10,000                  | 1 box 10 vials                              |
| Adrenaline  | 1 in 1000 (4ml)              | 2 boxes of 10 vials                         |
| Adrenaline  | Pre-filled 1mg/10ml          | 1 box 10 vials                              |
| Amiodarone  | 150mg/3ml                    | 2 boxes of 5 vials                          |
| Amiodarone  | 300mg/10ml                   | 5 PFS                                       |
| Aminophylline   | 250mg/10ml                   | 1 box of 10 vials                           |
| Adenosine   | 6mg/2ml                      | 3 boxes of 6 vials                          |
| Atropine  | 600 mcg                      | 1 box 10 vials                              |
| Calcium Chloride  | 10mmol in 10ml               | 2 boxes of 10 vials                         |
| Calcium Chloride 10%  | 1mmol/ml pre-filled syringes | 2 PFS                                       |
| Calcium Gluconate 10%   | 10ml                         | 1 box 20 vials                              |
| Chlorphenamine  | 10mg/ml                      | 2 boxes of 5 vials                          |
| Cyclizine   | 50mg/ml                      | 1 box 5 vials                               |
| Dexamethasone   | 3.3mg                        | 1 box 10 vials                              |
| Dopamine  | 200mg in 5ml                 | 1 box 10 vials                              |
| Dobutamine  | 250mg in 20ml                | 1 box 10 vials                              |
| Glucose 50%   | 25g/50ml                     | 4 vials                                     |
| Glycostop (Glucoboost)  |                              | 2 boxes                                     |
| Glycopyrolate   | 600 microgram                | 1 box 10 vials                              |
| Hydrocortisone  | 100mg                        | 2 boxes 10 vials                            |
| Insulin   | 100units/ml                  | 4 vials                                     |
| Ipratropium Bromide neb   | 500mcg/2ml                   | 2 boxes                                     |

| Drug Name                           | Concentration           | Minimum Stock Level |
|-------------------------------------|-------------------------|---------------------|
| Labetalol                           | 200mg/40ml              | 1 box               |
| Levetiracetam                       | 500mg                   | 1 box of 10 vials   |
| Magnesium Sulphate 50%              | (2ml)                   | 1 box 10 vials      |
| Magnesium Sulphate                  | 5g/10ml                 | 1 box 10 vials      |
| Metaraminol                         | 10mg/ml                 | 1 box 10 vials      |
| Milrinone                           | 1 mg/ml (10ml)          | 1 box 10 vials      |
| Naloxone                            | 400 microgram/ml        | 1 box               |
| Noradrenaline                       | 1 in 1000 (4ml)         | 2 boxes of 10 vials |
| Ondansetron                         | 4mg/2ml                 | 1 box 10 vials      |
| Paracetamol                         | 1g/100ml                | 4 bottles           |
| Phenytoin                           | 250mg/5ml (plus filter) | 1 box 10 vials      |
| Propofol 1%                         | 10mg/ml (20mls)         | 2 box 5 vials       |
| Propofol 1%                         | 10mg/ml (100mls)        | 4 bottles           |
| Salbutamol Neb                      | 5 mg/2.5ml              | 2 boxes of 20 amps  |
| Sodium Bicarbonate 8.4%             | (10ml)                  | 1 box               |
| Sodium Bicarbonate 4.2%             | 10ml                    | 1 box               |
| Sodium Chloride 0.9%                | (10ml)                  | 1 box 50            |
| Thiopental                          | 500 mg                  | 1 box 10 vials      |
| Tranexamic acid                     | 100mg/ml                | 2 boxes of 10 vials |
| Water for Injection                 | 10ml                    | 1 box 50 vials      |
| Glucose 5%                          | 50ml                    | 1 box               |
| Glucose 10%                         | 500ml                   | 1 box 20 bags       |
| Mannitol                            | 500ml                   | 5 bags              |
| 0.9% NaCl                           | 100ml                   | 1 box               |
| 0.9% NaCL                           | 500ml                   | 1 box 20 bags       |
| 0.9% Heparinised saline             | 500ml                   | 1 box 20 bags       |
| 0.9% NaCl                           | 1000ml                  | 1box 20 bags        |
| 3% NaCl                             | 500ml                   | 4 bags              |
| Plasmalyte                          | 1000ml                  | 10 bags             |
| Sodium Bicarbonate 8.4%             | 100ml                   | 2 bottles           |
| Water bags for humidification       | 1 litre                 | 4 box 20 bags       |
| Water bottle for humidity incubator | 500ml                   | 2 box 6 Bottles     |

### Appendix 3 - MCCTS (ACCOTS, CoMET & CenTre)

## Non- CD DRUG Stock Order Request Form

| Drug Name  | Concentration                | Minimum stock levels | Stock required |
|--|------------------------------|----------------------|----------------|
| <b>Fridge Drugs</b>  |                              |                      |                |
| Dinoprostone   | 1mg in 1ml                   | 1 box 10 vials       |                |
| Rocuronium<br>Esmeron brand only to be stocked: Expiry 3 months from when placed in bag      | 10mg in 1ml                  | 4 boxes of 10 vials  |                |
| Lorazepam<br>Macure Pharma brand: to be discarded after the third excursion                  | 4mg in 1ml                   | 2 box 10 vials       |                |
| Vasopressin<br>AOP Orpgam Ltd only to be stocked: To be replaced every month from fridge bag | 20 units in 1 ml             | 1 box 10 vials       |                |
| IM Glucagon pre-filled syringe   |                              | 4                    |                |
| <b>Cupboard drugs</b>  |                              |                      |                |
| Adrenaline   | 1 in 10,000                  | 1 box 10 vials       |                |
| Adrenaline   | 1 in 1000 (4ml)              | 2 boxes of 10 vials  |                |
| Adrenaline   | Pre-filled 1mg/10ml          | 1 box 10 vials       |                |
| Amiodarone   | 150mg/3ml                    | 2 boxes of 5 vials   |                |
| Amiodarone   | 300mg/10ml                   | 5 PFS                |                |
| Aminophylline  | 250mg/10ml                   | 1 box of 10 vials    |                |
| Adenosine  | 6mg/2ml                      | 3 boxes of 6 vials   |                |
| Atropine   | 600 mcg                      | 1 box 10 vials       |                |
| Calcium Chloride   | 10mmol in 10ml               | 2 boxes of 10 vials  |                |
| Calcium Chloride 10%   | 1mmol/ml pre-filled syringes | 2 PFS                |                |
| Calcium Gluconate 10%  | 10ml                         | 1 box 20 vials       |                |
| Chlorphenamine   | 10mg/ml                      | 2 boxes of 5 vials   |                |
| Cyclizine  | 50mg/ml                      | 1 box 5 vials        |                |
| Dexamethasone  | 3.3mg                        | 1 box 10 vials       |                |
| Dopamine   | 200mg in 5ml                 | 1 box 10 vials       |                |
| Dobutamine   | 250mg in 20ml                | 1 box 10 vials       |                |
| Glucose 50%  | 25g/50ml                     | 4 vials              |                |
| Glycostop (Glucoboost)   |                              | 2 boxes              |                |
| Glycopyrolate  | 600 microgram                | 1 box 10 vials       |                |
| Hydrocortisone   | 100mg                        | 2 boxes 10 vials     |                |
| Insulin  | 100units/ml                  | 4 vials              |                |
| Ipratropium Bromide neb  | 500mcg/2ml                   | 2 boxes              |                |
| Labetalol  | 200mg/40ml                   | 1 box                |                |
| Levetiracetam  | 500mg                        | 1 box of 10 vials    |                |
| Magnesium Sulphate 50%   | (2ml)                        | 1 box 10 vials       |                |
| Magnesium Sulphate   | 5g/10ml                      | 1 box 10 vials       |                |

| Drug Name                           | Concentration           | Minimum Stock Level | Stock required |
|-------------------------------------|-------------------------|---------------------|----------------|
| Metaraminol                         | 10mg/ml                 | 1 box 10 vials      |                |
| Milrinone                           | 1 mg/ml (10ml)          | 1 box 10 vials      |                |
| Naloxone                            | 400 microgram/ml        | 1 box               |                |
| Noradrenaline                       | 1 in 1000 (4ml)         | 2 boxes of 10 vials |                |
| Ondansetron                         | 4mg/2ml                 | 1 box 10 vials      |                |
| Paracetamol                         | 1g/100ml                | 4 bottles           |                |
| Phenytoin                           | 250mg/5ml (plus filter) | 1 box 10 vials      |                |
| Propofol 1%                         | 10mg/ml (20mls)         | 2 box 5 vials       |                |
| Propofol 1%                         | 10mg/ml (100mls)        | 4 bottles           |                |
| Salbutamol Neb                      | 5 mg/2.5ml              | 2 boxes of 20 amps  |                |
| Sodium Bicarbonate 8.4%             | (10ml)                  | 1 box               |                |
| Sodium Bicarbonate 4.2%             | 10ml                    | 1 box               |                |
| Sodium Chloride 0.9%                | (10ml)                  | 1 box 50            |                |
| Thiopental                          | 500 mg                  | 1 box 10 vials      |                |
| Tranexamic acid                     | 100mg/ml                | 2 boxes of 10 vials |                |
| Water for Injection                 | 10ml                    | 1 box 50 vials      |                |
| Glucose 5%                          | 50ml                    | 1 box               |                |
| Glucose 10%                         | 500ml                   | 1 box 20 bags       |                |
| Mannitol                            | 500ml                   | 5 bags              |                |
| 0.9% NaCl                           | 100ml                   | 1 box               |                |
| 0.9% NaCl                           | 500ml                   | 1 box 20 bags       |                |
| 0.9% Heparinised saline             | 500ml                   | 1 box 20 bags       |                |
| 0.9% NaCl                           | 1000ml                  | 1 box               |                |
| 3% NaCl                             | 500ml                   | 4 bags              |                |
| Plasmalyte                          | 1000ml                  | 10 bags             |                |
| Sodium Bicarbonate 8.4%             | 100ml                   | 2 bottles           |                |
| Water bags for humidification       | 1 litre                 | 4 box 20 bags       |                |
| Water bottle for humidity incubator | 500ml                   | 2 box 6 bottles     |                |

**Name of Person Completing form:**

**Service:**

**Contact Phone Number:**


**Date form completed and e-mailed:**

Orders should be completed by Monday morning and a copy of the order request form should be scanned to the Pharmacy Replenishment mailbox : [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) with the title "Stock Order Requests Castle Donington"

Please also cc [Julie.a.Needham@uhl-tr.nhs.uk](mailto:Julie.a.Needham@uhl-tr.nhs.uk), [abi.hill@uhl-tr.nhs.uk](mailto:abi.hill@uhl-tr.nhs.uk), [lisa.hill@uhl-tr.nhs.uk](mailto:lisa.hill@uhl-tr.nhs.uk)

NB. If ordering CD items you will need to complete the CD Book and scan the pages across to the mailbox.

#### Appendix 4:

University Hospitals of Leicester 

NHS Trust

Leicester Royal Infirmary

### TRANSPORT OF PARCELS


|  |                                |
|--|--------------------------------|
| To Ward/Department .....   |                                |
| Tracking Number .....  |                                |
| Hospital .....   | Number of <u>parcels</u> ..... |
| Hospital Transport <input type="checkbox"/> <i>Tick if appropriate</i> |                                |
| Taxi details   |                                |
| Company .....  | Number .....                   |
| Signature of person issuing parcel(s)                                  |                                |
| .....  | Date.....                      |
|  | Time .....                     |
| Signature of driver  |                                |
| .....  | Date.....                      |
|  | Time .....                     |
| Signature of authorised received                                       |                                |
| .....  | Date.....                      |
|  | Time .....                     |
| Print Name: .....  |                                |
| Special delivery instructions  |                                |

White copy - Receiver  
Yellow copy - Driver  
Pink copy - Retained by Pharmacy

Revised 10.14 Pharmacy Form.26

## Appendix 5:

### Returns and destruction of medications guideline for use in Outside Units

University Hospitals of Leicester  NHS Trust

#### 1. Introduction

Medicines need to be disposed of correctly according to medicine's legislation and a clear audit trail must be available for specific classes of medicines. This guideline provides details and a process for staff working in outside units who are returning medication to the pharmacy department at Glenfield which have either expired or no longer required.

#### 2. Scope

This protocol applies to all staff working in outside units who return & dispose medicines to Glenfield pharmacy department.

#### 3. Procedural Statements

Medicines which are to be returned to the pharmacy department at Glenfield must be

- Placed within a sealed / secure container – envopak, sealed box, security bag, (tamper evident seal present).
- Accompanied by the appropriate paperwork
  - Delivery form appendix E for all medicines
  - Form appendix B or C for controlled drug returns and controlled drug patient own returns respectively.
  - Form appendix E for ward stock medication

The form must be completed fully and signed by the staff member sealing the bags/ boxes, witnessed and then by the driver collecting them.

For information about the types of medicines please refer to table in appendix A

#### 4. Education and Training

All relevant staff will receive information during their induction. No specific training is required.

#### 5. Monitoring and Audit Criteria

| Key Performance Indicator                                 | Method of Assessment | Frequency | Lead                         |
|---|----------------------|-----------|------------------------------|
| Incident of inappropriate returns / security of medicines | Datix reporting      | Yearly    | Medication safety Pharmacist |

## **6. Legal Liability Guideline Statement**

Guidelines or Procedures issued and approved by the Trust are considered to represent best practice. Staff may only exceptionally depart from any relevant Trust guidelines or Procedures and always only providing that such departure is confined to the specific needs of individual circumstances. In healthcare delivery such departure shall only be undertaken where, in the judgement of the responsible healthcare professional' it is fully appropriate and justifiable - such decision to be fully recorded in the patient's notes.

## **7. Supporting Documents and Key References**

- Leicestershire medicines code
- Policy and procedures for the management of controlled drugs on wards, departments and theatres B16/2009
- Misuse of drugs act 1971

## **8. Key Words**

Medicines , returns, destruction



### Appendix A: Returns/ Destruction Summary of Medication from outside units

| Drug                   |   |   |
|------------------------|---|---|
| Controlled drugs       | <p>CDs must be signed out of the CD register by a registered nurse and have a witness (registered nurse) signature. the register must include</p> <ul style="list-style-type: none"> <li>Your signature (registered nurse).</li> <li>The signature of the registered nurse witnessing the return.</li> <li>The quantity removed and the balance remaining.</li> </ul> <p>Check the balance<br/>Place the medicines in an envopak with the relevant form ( keep copy for your records )<br/>Seal the envopak<br/>Fill out the delivery sheet and add the seal number to it . Send back on transport to Glenfield Pharmacy.</p> |   |
|                        | Expired medicines   | Complete part B on returns form.  |
|                        | Ward stock – items no longer required but in date   | Complete part A on returns form.  |
|                        | Patients own medicines  | <p>Patients own should be returned to the patient as they are the patient's property. If the patient is no longer taking the medicine and is happy for them to be destroyed then they can be returned to pharmacy for destruction. The patient needs to countersign the CD register to state that they are happy for the medicines to be destroyed.</p> <p>Complete the patient's own return form</p> |
| Ward & non stock items | <p>Please place in a green pharmacy delivery box or envopak and seal to be sent back to pharmacy. Complete delivery form.</p> <p>Fridge items - must be kept in the fridge until the transport is due. Please indicate on the delivery form the time that the fridge items were taken out of the fridge and given to the driver. Items without the time will be destroyed once received by the pharmacy dept.</p>   |   |
| Patients own medicines | <p>Patients own medicines must be returned back to the patient unless permission has been given by the patient for the medicine to be destroyed. Where this is the case it may be returned in the same way as ward &amp; non stock items.</p>   |   |

## Appendix B

### CONTROLLED DRUG RETURN FORM

Hospital : .....

Location : .....

Date : .....

#### Part A : Ward stock for re-use

| Drug name, form, strength | Quantity | Returned by: | Witnessed by: | Seal Number | Pharmacy Use only |                     |                     |            |
|---------------------------|----------|--------------|---------------|-------------|-------------------|---------------------|---------------------|------------|
|                           |          |              |               |             | quantity received | entered on computer | entered in register | Checked by |
|                           |          |              |               |             |                   |                     |                     |            |
|                           |          |              |               |             |                   |                     |                     |            |
|                           |          |              |               |             |                   |                     |                     |            |

#### Part B : Expired / Unsuitable Stock for Destruction

| Drug name, form, strength | Quantity | Returned by: | Witnessed by: | Seal Number | Pharmacy Use only |                                 |                    |            |
|---------------------------|----------|--------------|---------------|-------------|-------------------|---------------------------------|--------------------|------------|
|                           |          |              |               |             | quantity received | entered in destruction register | destruction number | Checked by |
|                           |          |              |               |             |                   |                                 |                    |            |
|                           |          |              |               |             |                   |                                 |                    |            |
|                           |          |              |               |             |                   |                                 |                    |            |

## Appendix C

### CONTROLLED DRUG - PATIENT'S OWN RETURN FORM

Hospital : .....

Location : .....

Date : .....

Patient's name : .....

| Drug name, form, strength | Quantity | Returned by: | Witnessed by: | Seal Number | Pharmacy Use only |                     |              |              |
|---------------------------|----------|--------------|---------------|-------------|-------------------|---------------------|--------------|--------------|
|                           |          |              |               |             | quantity received | entered in register | destroyed by | witnessed by |
|                           |          |              |               |             |                   |                     |              |              |
|                           |          |              |               |             |                   |                     |              |              |
|                           |          |              |               |             |                   |                     |              |              |
|                           |          |              |               |             |                   |                     |              |              |

## Appendix D

### MCCTS (ACCOTS, CoMET & CenTre)

### Pharmacy Returns: Non- CD DRUGS

| Drug Name                      | Concentration                | Stock returned |
|--------------------------------|------------------------------|----------------|
| <b>Fridge Drugs</b>            |                              |                |
| Dinoprostone                   | 1mg in 1ml                   |                |
| Rocuronium                     | 10mg in 1ml                  |                |
| Lorazepam                      | 4mg in 1ml                   |                |
| Vasopressin                    | 20 units in 1 ml             |                |
| IM Glucagon pre-filled syringe |                              |                |
| <b>Cupboard Drugs</b>          |                              |                |
| Adrenaline                     | 1 in 10,000                  |                |
| Adrenaline                     | 1 in 1000 (4ml)              |                |
| Adrenaline                     | Pre-filled 1mg/10ml          |                |
| Amiodarone                     | 150mg/3ml                    |                |
| Amiodarone                     | 300mg/10ml                   |                |
| Aminophylline                  | 250mg/10ml                   |                |
| Adenosine                      | 6mg/2ml                      |                |
| Atropine                       | 600 mcg                      |                |
| Calcium Chloride               | 10mmol in 10ml               |                |
| Calcium Chloride 10%           | 1mmol/ml pre-filled syringes |                |
| Calcium Gluconate 10%          | 10ml                         |                |
| Chlorphenamine                 | 10mg/ml                      |                |
| Cyclizine                      | 50mg/ml                      |                |
| Dexamethasone                  | 3.3mg                        |                |
| Dopamine                       | 200mg in 5ml                 |                |
| Dobutamine                     | 250mg in 20ml                |                |
| Glucose 50%                    | 25g/50ml                     |                |
| Glycostop (Glucoboost)         |                              |                |
| Glycopyrolate                  | 600 microgram                |                |
| Hydrocortisone                 | 100mg                        |                |
| Insulin                        | 100units/ml                  |                |
| Ipratropium Bromide neb        | 500mcg/2ml                   |                |
| Labetalol                      | 200mg/40ml                   |                |
| Levetiracetam                  | 500mg                        |                |
| Magnesium Sulphate 50%         | (2ml)                        |                |
| Magnesium Sulphate             | 5g/10ml                      |                |
| Metaraminol                    | 10mg/ml                      |                |
| Milrinone                      | 1 mg/ml (10ml)               |                |
| Naloxone                       | 400 microgram/ml             |                |
| Noradrenaline                  | 1 in 1000 (4ml)              |                |
| Ondansetron                    | 4mg/2ml                      |                |

| Drug Name                           | Concentration           | Stock returned |
|-------------------------------------|-------------------------|----------------|
| Paracetamol                         | 1g/100ml                |                |
| Phenytoin                           | 250mg/5ml (plus filter) |                |
| Propofol 1%                         | 10mg/ml (20mls)         |                |
| Propofol 1%                         | 10mg/ml (100mls)        |                |
| Salbutamol Neb                      | 5 mg/2.5ml              |                |
| Sodium Bicarbonate 8.4%             | (10ml)                  |                |
| Sodium Bicarbonate 4.2%             | 10ml                    |                |
| Sodium Chloride 0.9%                | (10ml)                  |                |
| Thiopental                          | 500 mg                  |                |
| Tranexamic acid                     | 100mg/ml                |                |
| Water for Injection                 | 10ml                    |                |
| Glucose 5%                          | 50ml                    |                |
| Glucose 10%                         | 500ml                   |                |
| Mannitol                            | 500ml                   |                |
| 0.9% NaCl                           | 100ml                   |                |
| 0.9% NaCl                           | 500ml                   |                |
| 0.9% Heparinised saline             | 500ml                   |                |
| 0.9% NaCl                           | 1000ml                  |                |
| 3% NaCl                             | 500ml                   |                |
| Plasmalyte                          | 1000ml                  |                |
| Sodium Bicarbonate 8.4%             | 100ml                   |                |
| Water bags for humidification       | 1 litre                 |                |
| Water bottle for humidity incubator | 500ml                   |                |

**Name of Person Completing form:**

**Service:**

**Contact Phone Number:**

**Date:**

**Green Pharmacy Bag Number:**

Returns should be completed by Monday morning following the stock take on the Saturday and a copy of the returns request form should be scanned to the Pharmacy Replenishment mailbox : [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) with the title "Stock Returns Request Castle Donington"

Please also cc [Julie.a.Needham@uhl-tr.nhs.uk](mailto:Julie.a.Needham@uhl-tr.nhs.uk), [abi.hill@uhl-tr.nhs.uk](mailto:abi.hill@uhl-tr.nhs.uk), [lisa.hill@uhl-tr.nhs.uk](mailto:lisa.hill@uhl-tr.nhs.uk)

Pharmacy will then liaise as to when these items can be returned- usually on a Thursday when the team will be picking up their stock items

## Appendix E

### ALLIANCE/ EXTERNAL UNITS DELIVERY RETURNS FORM

Trust..... Transport Team ..... Date.....

CD Returns for re-use / CD Returns for destruction / Patient's own / Ward & non stock items  
(delete as appropriate)

Is there a fridge item? Y / N

If yes, specify time item taken out of fridge:.....

Envopak Seal Number .....

Returned by:

.....(signature)

.....(print name)

Witnessed by:

.....(signature)

.....(print name)

Accepted for delivery back to Glenfield Pharmacy:

.....(driver signature)

.....(print name)

Received into Glenfield Pharmacy by:

.....(signature)

.....(print name)

**NB: Pharmacy staff: CD contents of the envopak must be checked in the presence of the driver prior to signing for receiving envopak.**

## Appendix 6:

# Stock Ordering Process: Drugs

- ❖ Please undertake a Stock take of drugs on a Saturday. This includes looking at expiry dates as well as low stock items. NB. Please liaise with the other services to ensure this work isn't duplicated.
- ❖ Please complete one of the 'Drug Stock Order Request Forms'. This highlights the minimum stock levels that should be held at Castle Donington. Please complete only the items which are required.
- ❖ Please scan and send a copy of the 'Drug Stock Order Request Form' to the Pharmacy Replenishment mailbox [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) with the title "Stock Order Requests Castle Donington" Please also cc in the lead nurses for each service [Julie.a.Needham@uhl-tr.nhs.uk](mailto:Julie.a.Needham@uhl-tr.nhs.uk), [abi.hill@uhl-tr.nhs.uk](mailto:abi.hill@uhl-tr.nhs.uk), [lisa.hill@uhl-tr.nhs.uk](mailto:lisa.hill@uhl-tr.nhs.uk). This should be received by Pharmacy by Monday morning.
- ❖ Pharmacy stores at Glenfield will require 48 hours to pick and package stock drug orders and therefore they should be ready to collect on a Thursday. A member of the clinical team will need to collect these. Again please liaise with all services to ensure someone has collected the drugs on this day.
- ❖ Ad-hoc orders can be submitted outside of these times and will be processed within an 48 hour time frame as necessary. Collection times will need to be arranged via the [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) email box.
- ❖ Controlled drugs can only be ordered by those who have a signature registered with pharmacy. A copy of authorised signatures can be found inside the CD cupboard. The CD book needs completing- 1 drug per page. This should then be scanned and sent across to the [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) email box.
- ❖ The service will be informed when these drugs are ready for collection- usually a Thursday. The team will then need to take the CD ordering book with them for pharmacy to check the signature in person (this does not need to be the same person that ordered the drugs). The Controlled drugs will then be given to a member of the clinical team for that service in a **red** bag with an associated number on. These need to be taken straight back to Castle Donington to be signed into the CD cupboard with another clinical team member whose signature is on record at Pharmacy.

# Stock Returns Process: Drugs

- ❖ **Non CD's:** Drugs which are close to expiry (within 3 months) can be returned to Pharmacy for them to redistribute to other areas to minimise wastage. Please complete a returns form and scan and e-mail this across to [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) email box. Please then put the original paperwork along with the drugs into a sealed **green** pharmacy bag. Please cc in the service leads.
- ❖ **CD's:** Please complete the associated CD returns form as above and seal the drugs and form in a **red** sealed pharmacy bag and arrange return via the [ghreplenishmentandstores@uhl-tr.nhs.uk](mailto:ghreplenishmentandstores@uhl-tr.nhs.uk) email box.



