



STB 64 MEDICINES MANAGEMENT UPDATE

NAME: _____ (PLEASE PRINT CLEARLY)

DATE OF BRIEFING: _____

BRIEFED BY: _____

STB 64: Medicines Management Update

The purpose of this Service-Training Brief is to assist us in the service we provide to our customers.

The Training Team/Co-ordinator is responsible for delivering this brief to staff. Please sign the front page of the brief, this will then be kept in your training file and the information recorded on Badger systems. The brief content pages may be kept for reference as required.

The information contained in this brief supersedes all previous communications, manuals or procedures.

STB 64 – Medicines Management Update	Signed
I have received a face to face briefing	
I fully understand the briefing and will implement this training.	
I have discussed any queries.	

STB	Date
Added to Rotamaster	

VERSION CONTROL

DATE	CHANGE	CHANGED BY
22/05/2014	Original Version	BM
18/07/2018	Reviewed	SBi

Driver Briefing

Following a review of the medicines management policy a risk was identified in the management of the home visiting cassettes.

The risk is that drugs/medicines could be taken from the used cassettes in the period when the cassette is returned and stored at the end of a shift.

The same applies when cassettes are stored prior to being checked by Medicines Management Team.

With immediate effect, cassettes used by a clinician during a shift will be sealed with a yellow numbered tag at the end of the shift and before the driver returns to the base location where the car is normally parked in hours.

The tags will be stored in the cars in the wallet

The drivers checklist has been updated and the driver must ask the clinician the questions relating to:

1. Has anything being used from the cassettes
2. If yes to question 1 above, has a prescription been completed and has the Medicines Administration Sheet (MAS) been completed.
3. Check the yellow tag has been fitted and the number recorded and signed by the clinician.

The cassettes are to be returned to the secure storage and will be checked by the Meds Management team.