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| | PROTOCOL FOR THE USE OF DRUG CASSETTES | | | Number | CL47 |
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| Author: | Medicine Management Team (MMT) | | | Version: | 3.0 |
| Other Ref: | | | | | |
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Version Control

(Only last 3 versions, earlier versions can be found in the appropriate Archive directory for the document)

| DATE | CHANGE | CHANGED BY |
|-------------|---|-------------------|
| 03.12.19 | Reviewed, addition to Paragraph 4.3 | TH |
| 08.09.22 | Reviewed, minor changes to include the change from GS to ABR | MMT |
| 01.12.22 | Reviewed, minor changes to include Stat dose medications, appendix 1 and Meds Management now replenishing all medications | CC, JO, HP |

1 Introduction

This document is to be used as a guide to good practice for all staff involved in any aspect of the use of medicines in the out of hours period. Drug and medicines supply and /or administration must be compliant with the Badger Medicines Management Policy (CG 05) available on Adastra communication tab.

Badger has provided 'full supply' of medicines where there is a clinical need in the out-of-hours period since April 2010. A pharmacy supplies the medication and the Meds Team replenishes the out of hours medicines for Badger using drug cassettes.

There are 2 types of cassette: -

- BADGER Case One
- BADGER Case Two.

The formulary of all the cassettes is in line with guidance from the Department of Health (Out of Hours Formulary 2010), agreement between commissioning prescribing advisors and Badger senior clinical staff. The formulary may be reviewed by the clinical management group.

2 Purpose of drugs cassettes

Medicines should only be issued when: -

- There are no local community pharmacies open
- The condition is such that any delay in the supply of medicine would result in deterioration of the clinical condition

In emergencies please use the red emergency drug box (Clinical procedure CL03)

The use of the cassettes also ensures the controls/assurance procedures for the safe and legal prescribing, storage and supply of medicines and prescriptions.

3 Drug cassettes

3.1 The cassettes

Each cassette has an expiry date clearly marked on the label on the cassette. The cassette contents are labelled on the lid of the cassette in module/alphabetical order, with a reference to the compartment in which they are placed within the drug cassette. The Meds Team also records the manufacturer, batch number and expiry of every drug in every compartment within every drug cassette. This is why it is important **NOT** to switch medicines between cassettes as this will invalidate the reporting and auditing processes. It is also important that medicines packs are **NOT** split for supply as Badger is contracted to provide the full supply of medicines at the point of consultation during the out of hours period. This applies to whether the patient attends the PCC or is consulted in the home.

Each cassette has a Medication Administration Sheet (MAS); which **MUST** be completed at point of issue of each medication by the clinician both for monitoring purposes and any follow up action, e.g. if a drug is recalled. These MAS are filed and archived for audit, control and assurance purposes.

The purpose of the cassettes is to service the needs of PCC patients. Each cassette is numbered, so that the drug, batch number and expiry date can be recorded by the Meds team. It is important to complete the MAS for **ALL** patients. Each case has a folder which contains the MAS.

The cassettes are to be used **ONE AT A TIME**, and if any single drug runs out, the cassette should be red sealed and returned for replenishment and the next case brought into action.

The cassettes are intended to carry medicines to be issued to patients, when they are consulted at home.

Medicines should only be issued when: -

- There are no local community pharmacies open
- The condition is such that any delay in the supply of medicine would result in deterioration of the clinical condition

Please complete the Medicines Administration Sheet (MAS) when you administer or issue any medicines clearly printing your name.

3.2 Accessing the Drug Cassettes at the PCC

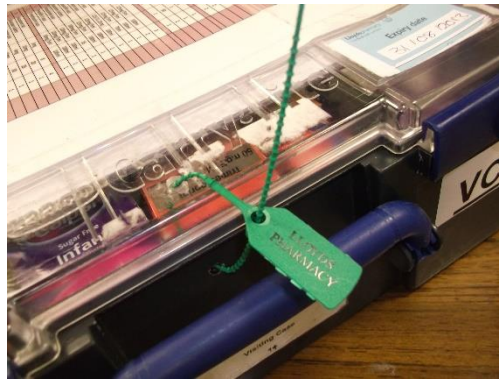
The cassettes are stored in a locked drugs cabinet at the PCCs. The key is held with the reception staff. To access the drug cassettes, you will need to complete the drug register and follow the process below. This process will allow safe and accurate tracking of the cassettes and contents whilst in operation. Please follow the step-by-step instructions below: (See Cassette Management Process appendix 1)

Instructions: (to be witnessed by 2 members of staff)

- When a clinician requests medication from a cassette, please ask the clinician to issue a prescription (FP10) for the pharmacy where possible.
- If there is no pharmacy available and/or medicines are required from the cassette, ask the clinician for a prescription for the items required. No items are to be dispensed from the cassette without a prescription.

Collect the cassette and check the seal number and colour. This should tally with the cassette register. If the numbered seal is **GREEN**, the record will be in the back of the register. If the numbered seal is yellow, it will be recorded in the front of the drug register. Once both people agree the numbered seal matches the record, the seal can be broken

Seal



- Ask clinician for FP10 (prescription) and pass them the Medication Administration Sheet (MAS) to fill in accordingly.
- Check that the MAS and the FP10 match
- Place FP10 in folder enclosed within the cassette and reseal case with **YELLOW** numbered seal unless the item prescribed is the last or only item in the cassette. Should this be the last or only item, the cassette needs to be sealed with a **RED** numbered seal.
- Record the numbered seal in the drug register. Both witnesses are to sign to confirm that the MAS and script are filed in the folder within the cassette and to confirm the numbered seal and the cassette has been resealed.
- **RED** sealed cassettes are to be reported to the TL for the report and recorded on the team Leader report. These cassettes **MUST NOT** be removed from the locked medicines cupboard.
- **RED** sealed cassettes **MUST NOT** be broken, they **MUST** remain sealed.

Cassette Sealing System.

If the cassette has a **GREEN** seal this indicates it has come from the Meds Team and the Medical Administration Sheet (MAS) and drug content are consistent.

Once the **GREEN** seal is broken for use, the cassette should be resealed with a numbered **YELLOW** seal. These are available at the PCC/UCC in the medicine locked cupboard. On breaking a **YELLOW** numbered seal, please replace this seal with another **YELLOW** numbered seal, unless the item that you are removing is the last of that particular one in that case.

Once a cassette has run out of any one item the cassette should be sealed with a **RED** numbered seal and the TL notified of the cassette number as well as documented on the Team leader report(see appendix 1).

4 Further information for clinicians

4.1 Labelling of Medicines issued to patients

All **PRESCRIPTION ONLY MEDICINES** issued to the patient by Badger have to be labelled with the quantity, drug name, formulation, strength, dosage regimen, BNF warnings, patient name, date and place of issue, and a direction to keep medicines out of the reach of children. The medicines will have labels attached to them already and the clinician is responsible for writing the correct information on the labels.

When a label is indicated the clinician has to: -

- check the dosage regimen and amend if necessary
- add the name of the patient
- add the date of dispensing

4.2 Paediatric Medicines



Each type of paediatric antibiotic requires a specific amount of water for reconstitution, which should be drawn up using the 20 ml syringe supplied. Shake the powder well, open the bottle, and add appropriate measured quantities of tap water slowly with intermittent shaking.

4.3 Supplementary Medications

A small stock of paracetamol susp, ibuprofen susp, chlorphenamine sus, prednisolone tablets, and salbutamol inhalers will be held separately from the drug cassettes for single dose administration. The aim of this is to ensure we have adequate quantities of these medications which are used regularly and would mean that cassettes were not quickly 'exhausted' of those items.

Whenever replenishment of stock for supplementary medications are ordered and supplied, they are to be recorded in both the Stock 'In' and Stock 'Held' section at the rear of the Supplementary Medicines Administration folder and paperwork should be kept at the treatment centre.

This is to be followed on each occasion to maintain an accurate record of when, and in what quantity each medication is received. When added to stock, the total stock level held at any given time will be recorded in the Stock 'Held' section of the folder.

Please complete the Supplementary Medicines Administration Folder when you administer any of the above medicines and enter onto the Adastra case notes.

4.4 FP10 Prescription Forms

When a full supply of medicine is required, or an injection required for administration we need to generate a prescription for monitoring and recording purposes. The prescription number is entered onto the Adastra case the consultation cannot be concluded without this information.

4.5 ADASTRA PRINTED FP10

PLEASE MAKE SURE THAT YOU DO NOT HAND THE FP10 PRESCRIPTION FORM TO THE PATIENT BUT PLACE IN THE FOLDER WITHIN THE CASSETTE MARKED 'ISSUED' ACROSS THE PRESCRIPTION

As a cassette is taken out of use to be replenished all FP10 issued prescriptions in the cassette will be collated by the Meds Team for reporting and auditing purposes and then the FP10 is destroyed by shredding. This is the role of the meds Team **ONLY**.

5 Roles and responsibilities

Clinician - responsible for generating a prescription FP10 and dispensing from the cassette ensuring all records are complete including appropriate labelling of medicines

Health Care Support worker/receptionist/driver - responsible for safe storage of cassettes and advising the clinician of local pharmacy arrangements. When there is a need to issue from the cassette, the HCSW will ensure a prescription is printed and will also ensure the cassette is ~~red~~ tagged appropriately.

Meds Team - responsible for monitoring usage and arranging replenishment of any cassettes. Keeping the data base updated.

Meds Team - responsible for the replenishment and resealing of the cassette with a green/yellow seal.

Appendix 1 – Drug Cassette Management Process

