

The Village Residence	POLICY NO:	
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The Receipt of Medications		

Policy on Receipt of Medicines	
Developed by: Drogheda Services for Older People.	Date Developed: February 2015 March 2018 October 2021, Sept 2023
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The objective of this best practice Policy is to provide guidelines for registered nurses on the safe storage, handling, administration and documentation of all medical preparations including the Receipt of Medicines into the Unit.

Medical preparations received on the basis of the Unit requisition should be checked against the delivery docket. Any discrepancies should be advised to the pharmacy department as soon as is practicable.

The receiving nurse should sign the ward order book in the space provided.

Discrepancies in a supply received directly from a Resident or from the Resident's community pharmacy should be notified to the family or community pharmacy as soon as is practicable.

Receipt of Drugs controlled under the Misuse of Drugs Acts

CD2 and CD3 products must be checked on receipt. The delivery docket should be amended before signing in the event of a discrepancy. The dispensing pharmacist/deputy should be notified as soon as possible of any discrepancy in the amount or type of drug dispensed as indicated on the delivery docket. The signed copy of the order form is then returned to the pharmacy department as proof of delivery.

Where a supply of CD2 or CD3 products are received directly from a patient or from the patient's own pharmacy in a unit where a patient's own medications are used two registered nurses/midwives should check and sign for receipt of these drugs.

Checking the stock balance of CD2 drugs

The stock balance of a CD2 drug should be checked at each transaction of the drug. The stock balance of CD2 drugs is to be checked by the registered nurse/midwife in possession of the keys of the controlled drugs press at the change of nursing shifts. The check should be recorded and signed by two authorised persons (registered nurse/midwife, student nurse).

Any discrepancies must be immediately notified to the Director of Nursing and to the Pharmacy department. Failure to report a discrepancy is a serious offence.

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Check items and quantities match packing slip

Check the sealed containers are intact. (Broken packs may be sent occasionally. Quantities will be indicated on boxes and have “Broken Pack” stickers on them.

Document in the register the receipt of the drugs “From Pharmacy – “In” and “Balance”

Confirm that the balance is correct

For any unsealed containers, document this in the register.

– Recount and reseal the container if the count is correct.

– Date and sign the sealed container to indicate correct amount.

If count is incorrect, complete a incident form