

The Village Residence	POLICY NO:	
	Date reviewed	January 2020, September 2023
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Policy on Supply Ordering and Storage of Medicines in The Village Residence Drogheda		

Policy on Ordering of Medicines The Village Residence	
Developed by: Director of Nursing Office and Clinical Nurse Managers.	Date Developed: Revised February 2011 and revised 2012 February, Feb 2017, Jan 2020, Sept 2023
Developed By: Nursing Department.	Date Approved: February 2012, 2015, 2017, 2019, January 2020
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Policy Reference Number: HIQA Schedule 5 Supply ordering and storage of medicines.	No. of Pages: 4
Status of the Policy: Policy	

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Ordering of Medications.

1.0. At present all pharmacy requisitions are ordered from Stack's Pharmacy Drogheda.

Telephone Number: 01 8492519

FAX Number: 01 849 2504.

After Hours Emergency Telephone: 086 172 6969.

Opening Hours

Monday 9.00 am to 6.00 pm

Tuesday 9.00 am to 6.00 pm

Wednesday 9.00 am to 6.00 pm

Thursday 9.00 am to 6.00 pm

Friday 9.00 am to 6.00 pm

Saturday Closed

Sundays and Bank Holidays Closed.

Weekends and bank holidays: Nursing staff can telephone/fax the above numbers and calls/fax can be diverted. If the telephone is engaged, nursing staff are requested to try again: In the event that they are unable to get through the nursing staff should use the emergency after hour's telephone on 086 1726969.

2.0. Our other main Pharmacy distributors are:

Cahill May Roberts, United Drug, Alphar, Braun, Abbott and Nutricia.

2.1Requests:

A requisition form must be completed for all drugs which are ordered matching the prescription signed by the General Practitioner. The requisition form for Stacks Pharmacy is contained in Appendix One, Pharmacy Requisitions.

2.2. Ordering of drugs from Stack's Pharmacy, each nurse must complete the pharmacy requisition

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form.

2.3. The details included on this requisition form must include the resident's name, date of birth, the name of the nurse requisitioning the drugs and the date of requisition.

2.4. Details of the items required and quantity must also be included as should the prescribed number of times the drug is required.

2.5 The prescriber's name must be clearly documented.

2.6. Once completed, a copy of the prescription as well as the requisition form can be scanned to Stack's Pharmacy. Email: windmill@stackspharmacy.ie.

2.7. All scanned documents are stored in a folder entitled "scanned documents".

2.8. Nursing staff must telephone Stack's Pharmacy on 01 8492519 to verify receipt of requisition form.

3.0 For all other prescription or clinical equipment orders.

3.1 The requisition form must be completed before drugs are ordered. It is the Nurses responsibility to ensure that there is not an overstock of medications before ordering drugs.

3.2 PRN medication: attention must be paid to ensure that there is not over ordering of PRN Medications. The previous month's stock of PRN prescription must be checked in relation to quantity in order to prevent the unnecessary ordering.

3.3 Drugs must be listed on the requisition form or attached separately to this form. Which must a) identify the location from where the drugs are being ordered. b) the distributor from whom the drugs are being ordered c) dated and signed by the person making the order.

3.4 Items for order must be listed, outlining the strength, dose and quantity required.

3.5. On delivery, ordered drugs must be checked against the delivery docket and the invoice and any discrepancies record on this...

3.6. The invoice must be stapled to the delivery document and must be attached to the requisition form.

3.7 It is a nursing responsibility to ensure any discrepancies be reported to Stacks Pharmacy immediately or to the distributor

3.8. The invoice and delivery document are then sent to the administration department in St. Mary's Hospital, where processing of the payment will take place.

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3.9. A copy of all these records is kept in the administration Department

4.0 Misuse of Drugs Act

4.1 Any drugs which are schedule one or two drugs under the Misuse of Drugs Act, must be checked in immediately to the MDA Press by two nurses.

4.2. MDA Drugs must be entered into the MDA Register at Pharmacy.

4.3. Misuse of Drug Delivery Forms must be checked, signed and dated, and the special MDA Delivery Document must be signed and returned to Hickeys Pharmacy.

4.4. The Invoice, the original requisition form and the delivery document must all be signed and checked and returned to the administration department in St. Mary's Hospital.

5.0 Storage

5.1 All medicinal products should be stored in a secure manner, either in a locked cupboard or room. They should be stored in the appropriate environment as indicated on the label or packaging of the medicinal product or as advised by the pharmacist.

5.2 MDA scheduled controlled drugs should be locked in a separate cupboard/container from other medicinal products to ensure further security.

Medicinal products requiring refrigeration according to package labeling or the pharmacist should be stored in a designated refrigerator that is:

- Not used for any other purpose
- Accessible and reliable
- Capable of being secured and **MUST BE LOCKED AT ALL TIMES WITH ONLY ACCESS GIVEN TO NURSES.**

5.3 Medicinal products should be stored separately from antiseptics, disinfectants and other cleaning products. Mobile trolleys and emergency boxes storing medicinal products should be locked and secure when not in use. **Clinical Fridges must always be locked and kept in a secure manner and only Registered Nurses must have access to same.**

6.0 For further information during the transitional period please refer to the Standard Operating Procedures for STACKS which is kept with the medication policy.