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Policy on Disposal of medicines		

Policy on Disposal of Medicines	
Developed by: Drogheda Services for Older People.	Date Developed: Revised February 2011. Revised 2012, March 2015, March 2017, Sept 2023
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1.0 Policy Introduction and Context

- 1.1 The Village Residence is committed to ensuring best practice in relation to the disposal out of date medicines
- 1.2 All Nursing staff have a responsibility to effectively manage and dispose of out of date medicines.
- 1.3 This document has been developed considering current best practice.
- 1.4 The products that are covered by this POLICY USES THE TERM 'medicines' which embraces all products that are administered by mouth, applied to the body, or introduced into the body for the purpose of treating or preventing disease, diagnosing disease or ascertaining the existence, degree or extent of a physiological condition, inducing local anesthesia, or otherwise preventing or interfering with the normal operation of a physiological function. It follows from this definition that infusions or injections of sodium chloride 0.9% and water for injection are included as are all medicinal products covered by the European Directive on Medicines.
- 1.5 We have used the term 'patients' throughout to refer to service users, otherwise known as residents.
- 1.6 **Definition:** The activities associated with the removal and disposal of medicines that are no longer required or are no longer suitable for their intended use.

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2.0 Policy Purpose and Objectives

2.1 Increasing emphasis on clinical governance. Good Clinical governance demands clear lines of responsibility and accountability and clear policies for managing risk.

Systems that ensure the safe and secure handling of medicines are essential elements of good clinical governance.

2.2 Principles of Best Practice in the disposal of medicines.

It is the responsibility of the Clinical Nurse Manager to establish, document and maintain an effective and economical system by which medicines are managed safely and securely to meet the Residents' clinical needs in The Village Residence . This should include ensuring that there are limited stocks of medicines kept on the Unit and that over ordering of medicines does not occur. Managers need a commitment to promote awareness of the significance of the system within the organisation in ensuring that medicines are properly managed, stored administered and discarded in line with current legislation.

3.0 Scope of Policy

3.1 This policy applies to all Nursing staff working within The Village Residence.

4.0 Disposal

Description of all the processes undertaken within the activity.

4.1. Process control including documentation/records.

All medicines must be checked by nursing staff on a regular basis to ensure that any medicine used is within date as advised on the packaging. This will usually be found on the

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Monitoring Dosage System containing the medicine. Once a medicine is found to be out of date or has reached its expiry date that medicine must be removed immediately from use. The nurse must record the medicine in the returns sheet (See Appendix) which is available on each Unit. The name of the medicine and the reason for disposal must be recorded. This must be returned to stack's Pharmacy

In The Village Residence all scheduled drugs are signed out of the Scheduled drugs register by two Nurses and these are returned to stack's Pharmacy, West Street Drogheda. The Pharmacist will collect same as required and will take ultimate responsibility for their disposal once removed from The Village Residenc, The Pharmacist will sign that they have removed the drugs for disposal within the scheduled register.

IF THERE IS A DELAY IN COLLECTION OF MDA DRUGS THEY MUST CONTINUE TO BE COUNTED AS STOCK, UNTIL REMOVED FROM PREMISES AND MUST ALSO BE CHECKED AND COUNTED BY TWO NURSES.

Stack's Pharmacy are responsible for the safe disposal of in date medications and all other out of date medicines

4.2. The Security of materials.

The Assistant Director must satisfy themselves that the medicines for disposal can be disposed of within the container and will have no adverse effects.

Cytotoxic drugs must be disposed of in a different method according to Health and Safety Policy. (See Policy on disposal of Clinical Waste).

When transporting from the Village Residence , the Assistant Director must ensure that medicines for disposal are safely secure in order to protect themselves and members of the public. The Duplicate Sheet must be kept within Pharmacy in the Stack pharmacy. The original will remain in the duplicate book in The Village Residence.

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4.3 Intravenous solutions which includes only Saline Solutions and Dextrose solutions can be discarded on site into a clinical sluice. All other intramuscular or other intravenous solutions must be disposed of as above and must never be disposed of down a sluice sink.

4.5 Scheduled drugs are returned to pharmacy as per above procedure but must be signed by person disposing of drug and the Assistant Director of Nursing. In addition all scheduled drugs must be signed out of the Misuse of Drugs Register. These must be signed and countersigned by TWO registered Nurses. Where a Transdermal Scheduled drug is only partially used, the remainder of the drug must be disposed of in the Clinical Waste Boxes kept on each Unit.

All used subcutaneous medications within syringes must be disposed of within the Clinical Waste Boxes on each Unit.

4.6 Any opened antibiotics, or topical creams must also be disposed of within the Clinical Waste Boxes.

5.0. Removal from Pharmacy.

The General Operative for each site is responsible for the removal and storage of Clinical Waste from all Units in co-operation with the Assistant Director of Nursing. This must be done at least twice per day to ensure that there is no excess clinical waste accumulating on each Unit.

Within The Village Residence, Medicines for removal by Clinical Waste contractors are stored in Pharmacy until the day of removal by Contractors. The container must be securely fastened and labeled and signed by contractor using C1 form. This form is kept within Administration Office.

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Appendix One. Return of Medicines form.