

Medicine stock lists for wards and clinical areas in hospitals



Purpose of this procedure:

The pharmacist or pharmacy technician and the charge nurse or nominated depute for each ward will agree a medicine stock list that reflects the needs of the patient group in each clinical area and is in line with the formulary. Staff must be available in the clinical area who are authorised, trained and competent to handle and administer all the medicines on the agreed stock list.

The Procedure:

- 1.0 The stock list must contain a list of the names and forms of all medicines required, and the stock level that should be held.
- 2.0 The stock list must be reviewed and updated regularly, at least once every year by the pharmacist or pharmacy technician and the charge nurse or their nominated depute.
- 3.0 Arrangements must be in place to encourage patients to bring their own medicines for use during the hospital stay.
- 4.0 Arrangements must be in place to ensure that medicines that are not included in the agreed stock list, or where the patient's own supply is not available or suitable, are obtained timeously, so that doses are not missed or delayed.
- 5.0 Arrangements must be in place to ensure that appropriate support and training is available and accessible to staff for administration of medicines that are not regularly used in that area.
- 6.0 The equivalent registered clinical manager or senior healthcare professional, e.g., radiographer, is the responsible person where there is no charge nurse.
- 7.0 For information on stocklists for schedule 2 and 3 controlled drugs, refer to the NHS Lothian safe use of medicine procedure, [Controlled Drugs Procedures \(nhslothian.scot\)](#).

Associated materials/references:

[The Safe Use of Medicines Policy](#)

[Controlled Drugs Procedures \(nhslothian.scot\)](#)

[NHS Lothian The Safe Use of Medicine procedures](#)

[The ordering of medicines by wards and clinical areas in hospitals](#)

Documents currently in development (see current version at [NHS Lothian Safe Use of Medicines Policy \(scot.nhs.uk\)](#)):

The receipt of medicines on wards and clinical areas in hospitals

The supply of medicines in hospitals when the pharmacy department is closed.

Borrowing of medicines in hospitals