

The receipt of medicines on wards and clinical areas in hospitals



Purpose of this procedure:

To ensure that medicines are safely and securely supplied to and received in wards and clinical areas from the pharmacy department.

The Procedure:

- 1.0 Medicines must be issued from the pharmacy department in a tamper evident package, clearly labelled with the destination, and accompanied with a record of what has been supplied.
- 2.0 The messenger or porter who collects the completed order from the pharmacy department must sign for receipt of the sealed package.
- 3.0 A registered nurse or authorised registered healthcare professional, e.g. radiographer, must sign for receipt of the sealed package in the ward or clinical area.
- 4.0 A registered nurse or authorised registered healthcare professional in the ward or clinical area must check the received order, as follows.
 - The package is sealed and has not been tampered with.
 - The items listed on the record of what has been supplied match the items that were ordered.
 - The items listed on the record of what has been supplied match the items that have been received.
- 5.0 The charge nurse or authorised registered healthcare professional can delegate medicines ordered on an agreed stock list (top-up) to be checked and put away by an appropriately trained non-registered healthcare support worker.
- 6.0 Authorised and appropriately trained non-registered pharmacy support workers can check and put away all medicine orders, excluding schedule 2 and 3 (subject to safe custody) 'controlled drugs'.
- 7.0 If a discrepancy is found it must be reported to the pharmacy department immediately so that it can be investigated. A Datix report must be completed by the person identifying the discrepancy.
- 8.0 The registered nurse or authorised registered healthcare professional is responsible for ensuring that all medicines that are not required for immediate administration are placed at the correct location in a suitably secure storage area immediately on receipt.

- 9.0 If the medicines in the sealed package cannot be checked and put away immediately, the registered nurse or authorised registered healthcare professional is responsible for ensuring that the package is stored in the conditions necessary to maintain security and quality (for example, in a locked area or under surveillance or in a locked refrigerator if required). This registered nurse or authorised registered healthcare professional is responsible for ensuring the medicines are put away timeously at the first opportunity.
- 10.0 The record of what has been supplied must be retained in the ward, theatre or department for 2 years.
- 11.0 For receipt of controlled drugs, *refer to the NHS Lothian procedure for 'controlled drugs': [Controlled Drugs Procedures \(nhslothian.scot\)](#)*

Associated materials/references:

[The Safe Use of Medicines Policy](#)

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

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

[The supply of medicines in hospitals when the pharmacy department is closed](#)

[The transport of medicines](#)

[Medicine stocklists for wards and clinical areas in hospitals](#)

Transfer of medicines between wards, theatres and departments in hospitals (Document in development)