

Medication Supply for Transfer to NHS Lothian Community Hospitals and for Discharge to Care Homes or Hospice

| Transfer / discharge destination | Astley Ainslie Hospital East Lothian Community Hospital Liberton Hospital | Ellens Glen House Ferryfield House Findlay House | Maple Villa Midlothian Community Hospital Tippethill Hospital | High Bank Intermediate Care Facility | Milestone House | Care Home New admission (including interim care placements) | Care home (resident prior to admission) | Hospices (St Columba's and Marie Curie) |
|--|--|---|--|--|---|---|---|---|
| Correspondence needed | Transfer letter / problem list* | Transfer letter / problem list* | Transfer letter / problem list* | Discharge letter with medication prescribed | Discharge letter with medication prescribed | Discharge letter with medication prescribed | Discharge letter with medication prescribed | Discharge letter with medication prescribed |
| Prescription paperwork to be sent with patient on transfer | Nil | Print out MAC and MAP from HEPMA** Suspend all medicines on HEPMA | Long stay prescription and administration record (12 week "kardex") available from the discharge hub. Print out MAP from HEPMA Suspend all medicines on HEPMA | Nil | Nil, MAR chart needs to be supplied from pharmacy | Nil | Nil | Print out MAP from HEPMA** |
| Medication supply requirement | <ul style="list-style-type: none"> Check what medication is available on the downstream ward prior to transfer For medicines that are needed, supply at least enough to last 7 days. Check the medication to be supplied against the long stay prescription chart or HEPMA Pre-pack labels do not have to be filled out. Ward stock or unlabelled supply issued from pharmacy may be sent with the patient if it will not be available at the community hospital (except controlled drugs e.g. not gabapentin or pregabalin). If a 7 day supply is not available at the point of transfer, do not delay transfer but liaise with the downstream ward to ensure a supply can be obtained or delivered to avoid the patient missing any doses. | | | Supply at least 7 days supply of medication in the form the patient will need it at home <ul style="list-style-type: none"> Original packs / pre packs if independent Dosette if pharmacy-filled dosette required at home MAR chart if for discharge to care home or level 3 medication support with MAR chart in community | 14 day supply | 14 day supply | <ul style="list-style-type: none"> Check if the care home has a supply of existing medicines. Issue a 14 day supply of new medicines and any medicines not already at the care home | <ul style="list-style-type: none"> Check what medication is available with the hospice pharmacy team or nurse prior to transfer. Hospice pharmacy contacts - see below*** Issue at least a 7 day, labelled supply of those medicines required. |
| Controlled Drugs | *Check if downstream ward has the CD in stock or if they would be able to order it in time for the patient's arrival, if not, liaise with pharmacy as an IDL will be needed to allow CDs to be supplied. Remember this includes pregabalin, gabapentin, temazepam, tramadol etc | | | As above for other medicines | As above for other medicines | As above for other medicines | As above for other medicines | Not required for routinely used CDs (including pregabalin, gabapentin, temazepam, diazepam, lorazepam & clonazepam). Buprenorphine patches must be supplied. |

*Discharge letter required if controlled drugs need to be supplied. ACP medicines and oxycodone liquid / lower strength tablets not usually supplied.

**MAP +/- MAC are printed from the Reporting tab in the HEPMA app (not accessed via Trak)

***Hospice pharmacy contacts:

Marie Curie: 0131 470 2234 / 07783 899 636

St Columba's: 0131 551 7745

If no answer, do not leave a message, instead try 07525 387 519 or contact hospice nursing staff

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Approved by: Medicines policy subcommittee, V3, September 2024

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