

## After hours transportation of medications between facilities

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### Policy

The afterhours transportation of medications between facilities will occur as outlined below.

### Purpose

- To outline the process of obtaining medicines from other facilities out of hours when these medicines are not available on site.
- To obtain medicines for a patient in a timely fashion.
- To outline the process for involved staff.

### Scope

Nurse in Charge (NIC), Midwifery Clinical Coordinators (CCO's),  
Duty Nurse Managers (excluding Medical Surgical Division),  
Nurse/Midwife, On call Pharmacist, Orderlies

### Associated documents

- Fluid and Medication Manual, Vol 12 Controlled Drugs  
- Ordering & Receipt
- Fluid and Medication Manual, Vol 12 Controlled Drugs  
- Definitions Storage and Registers
- Hillmorton Hospital Flowchart

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## Ensuring adequate supplies so after hours borrowing is minimised

The Manager/Nurse in Charge/Midwife in Charge is responsible for ensuring adequate stock levels of medications and controlled drugs are maintained, so that after hours borrowing between wards or facilities is minimised.

## Process for transporting medications after hours

The requesting ward must confirm that the medication sought is not available at their own site first i.e. available to borrow from any other ward or in the afterhours drug cupboard.

To check where medications (other than recorded or controlled drugs) are held staff are asked to view the pharmacy website to identify which ward/s to approach.

### [Pharmacy website](#)

The requesting ward staff will contact the appropriate NIC/staff member in the other facility to co- ordinate sourcing of the medication or Controlled/Recorded drug. i.e. NIC of the ward in Med Surgical Division, Duty Nurse Manager in Women's, Burwood, Hillmorton, TPMH, Ashburton.

If it is difficult to identify where staff can source a Controlled or Recorded Drug or the medication cannot be sourced contact the On Call Pharmacist for direction.

## Where the medication can be sourced from another facility

The Lending ward will be contacted by the Requesting ward. With all medications supplied after hours:

- Only whole original packs of medicine are to be transferred- broken packs/bottles or separate strips of foil tablets are not to be used
- Do not 'dispense' the required amount of medication into another container or write the patients name in any register

For Controlled or Recorded drugs the transaction of moving the drug from one area to the next should be recorded in the drug register by documenting the pack/bottle/container amounts in the OUT column with TO WARD.....

The Lending ward or DNM will arrange delivery of the medication to the Orderlies office in a sealed non transparent bag with no descriptors identifying the content with the requesting area's:

- cost code

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- name of the receiving areas NIC/Midwife CCO
- ward/department
- hospital

Written on the outside of the bag

The Orderlies will organise the taxi and fully complete the taxi chit.

In SMHS the taxi driver must deliver the package directly to a Registered Nurse, otherwise the Orderly Service can deliver the package to the nurse/midwife on the requesting ward.

With Controlled or Recorded medication sign in the medication in the drug register before issuing the amount of medication the patient requires.

In the IN column identify FROM WARD..... and amount

## References

- Misuse of Drugs Act 1975, and its amendments 1981
- Medicines Act 1981

<b>Policy Owner</b>	Directors of Nursing/Midwifery/Pharmacy
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