

- ✓ The transport of medicines to a service user's home at other times must be by a member of the team caring for that service user.
- ✓ In exceptional circumstances contracted transport service staff may deliver medicines to service users at home, A member of the team caring for the service user or Pharmacy must confirm the medicines have been received.

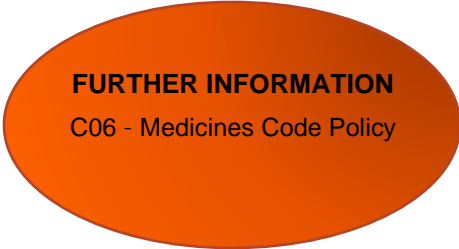
Carriage of Medicines in the Community



- ✓ Medicines issued to, or accepted by, an employee are the responsibility of the person to whom they are issued.
- ✓ All staff required to carry prescribed medication must have a valid identification card issued by the Trust.
- ✓ Medication carried by staff must be prescribed as a specified dose for a named service user by a prescriber. Additional medicines may be carried to allow for breakages or emergencies.
- ✓ HTT and AOT are sometimes required to carry a limited stock of medication to an initial assessment, the team will have the stock requirements ("Emergency Stock Box") agreed with, and closely monitored by, the Pharmacy Department.

- ✓ Teams will normally receive prescribed medication from the Pharmacy Department. On occasions it may be appropriate for a Trust employee to collect prescribed medication from a community pharmacist issued through a prescription from the service user's General Practitioner (Form FP10) or from their hospital prescriber (FP/HP10)
- ✓ Staff who are not registered nurses may deliver medication for self- administration by the service user. The person supervising the administration of the medication must be a nurse or nursing associate whose registration is recorded on the NMC professional register
- ✓ Staff who are not registered nurses may witness, and subsequently report back to the clinical team that a service user has self-administered medication as prescribed.
- ✓ A registered professional should always oversee the initial self- administered dose(s). This enables the healthcare professional to explain the purpose, potential side effects and anticipated benefits of the new medication to the service user.

When carrying medication, there are a list of requirements that must be adhered to. This list can be found on page 23 of the Medicines Code Policy



NHS

**Birmingham and Solihull
Mental Health**
NHS Foundation Trust

Transportation of Medicines

KEY POLICY FLASHCARD

January 2021

Transportation within Hospitals



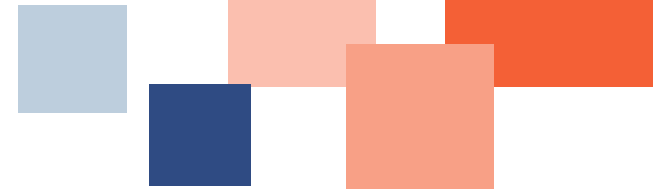
- ✓ Medicines must be transported within the trust by members of Trust or contracted transport services staff.
- ✓ A record of the transport of medicines including signatures from the persons issuing the medicine, transporting the medicine, and receiving the medicine is required.
- ✓ Medicines must not be left unattended or unsecured at any time during transport.
- ✓ When medicines are received at their final destination they must not be left unattended or unsecured. They should be handed to a nurse and locked away in a medicine cupboard at the earliest opportunity and items for refrigeration placed in a refrigerator immediately.
- ✓ Where the medicines are delivered to a central point, the containers must be securely stored while waiting to be transported to the wards/teams/clinics.
- ✓ The responsibility for the security rests with those transporting the medicines until the delivery is completed and the necessary signatures obtained.
- ✓ Where the responsibility for containers containing medicines is transferred from one team to another, the consignment note must clearly identify the containers transferred and the new transport/portering team accepting responsibility.

Transport between health services premises.

- ✓ Medicines accompanying a service user being transferred from one hospital to another may be transported between hospitals with the service user in an ambulance or by authorized hospital transport, or taxi. It is important that medicines are packaged securely and where necessary are labelled with the final destination.

Transport from the pharmacy department by authorized transport.

- ✓ All medicines must be transported in sealed, tamper evident containers.
- ✓ Containers must be kept securely or under surveillance whilst awaiting collection from or on receipt at the designated areas.
- ✓ On arrival on the ward/team/clinic, containers should be handed to a nurse. Once delivered to the ward/team/clinic the responsibility for the security of the medicine's rests with the nurse in Charge, who will arrange for the contents to be unpacked, checked, and put away securely as soon as possible.
- ✓ Delivery vans carrying medicines should not be externally distinguishable from other trust vans.
- ✓ Delivery vans should not carry any unauthorized passengers whilst carrying medicines.
- ✓ Delivery vans should be locked when unoccupied.
- ✓ The driver shall carry a consignment note stating the number of containers. The authorized person accepting the delivery must sign the note on receipt. The consignment note must be returned to the pharmacy.



Transportation by Taxis



- ✓ All items must be transported in tamper-evident sealed containers. Controlled Drugs must not be uniquely identified.
- ✓ Transport must be obtained from the Trust's contracted service and the car number and drivers name must be recorded.
- ✓ Only hospital contract taxis with drivers able to produce identification bearing a photograph shall be used.
- ✓ Items must be collected from the pharmacy or an agreed designated area and delivered to the addressee or pre-arranged point.
- ✓ If items are not delivered directly to the addressee the responsibility for security rests with those receiving the container until delivery is completed and documentation countersigned.

Transport to individual service users at home

- ✓ Medicines may be transported home by service users or their carers following a hospital attendance or on discharge.
- ✓ Service users or carers who have left the hospital before all their medicines have been dispensed should be instructed to return to the hospital at a later date to collect them unless arrangements have been made.