

## **Tamper Evident Bags for Patients Own Schedule 8 and Schedule 4D Medications**

### **A. NEW PATIENTS WITH OWN S8 & S4D MEDICATIONS**

- Two medication qualified staff to check, count and seal the S4D/S8 medications in a **new** Tamper Evident Bag (TEB).
- In the contents section of the TEB record; o Name, strength, and number/volume of each medication(s). o Ward.
  - o Initials of the two staff involved, printed name and date below the drug count on the bag.
- Attach patient's BRADMA on the TEB (do not cover the receipt number and barcode on the bag).
- Seal bag by removing silver strip.
- In the Patient's Own S8/S4D Drug Register, document date, time, patient's name, UR, "IN UNIT" (1 bag). Record the name, strength, and number/volume of medication(s) contained in the bag, then the two staff members sign & print name as per normal procedure. Document TEB barcode.
- Write on the patient's MR/090.0 (Discharge Patient Information) under Special Instructions "**X (number) of TEB in ward safe**".

Note: the receipt may remain attached to the bag.

Dose administration aids that include S8 and S4D items may be secured in a TEB. The contents section must include details of the S8 & S4D enclosed, but not the other medications in the pack

### **B. CHANGE OF SHIFT**

- At each change of shift, two medication qualified staff to count all TEBs and inspect for evidence of tampering.
- Confirm the barcode on each TEB matches the barcode documented in the Patient's Own S8/S4D register.
- Enter 'Barcode and seal checked' in the 'comments' column for each TEB noted to be sealed / free from tampering.
- The two staff to sign and print their name as per usual procedure.
- Inform NUM/ANUM/Chief Nurse immediately if there are signs of TEB tampering.

### **C. RETURNING MEDICATIONS TO FAMILY MEMBER/PATIENT WHEN DISCHARGED**

- Two medication qualified staff to inspect TEB for evidence of tampering.
- Sign out the TEB and document reason (e.g. discharge) under 'comments';
- Document that the TEB was returned on the patient's MR/090.0 (Discharge Patient Information) under medications, including the number of TEB returned.

Where possible have a pharmacist review Patient's Own Medications before they are returned to ensure that they are still current and labelled appropriately.

### **D. TRANSFER OF PATIENTS**

If a patient's own S8/S4D medication(s) are sent from another site or ward in a sealed TEB;

- ☐ Two medication qualified staff accept the transferred TEB and inspect TEB for evidence of tampering. If there is no evidence of tampering, enter the bag into the Patient's Own S8/S4D Drug Register as including; o Date, time, patient's name & UR o "IN UNIT" (1 bag) o TEB barcode o Transferring ward and words "seal checked" in the comments section.

o The two staff to sign and print their name as per usual procedure Record the accepting ward and the date on the contents section.

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### **E. TRANSFER OF TEB TO PHARMACY**

If a TEB is being transferred to pharmacy then;

- Upon transfer, the bag is written out as “transfer to pharmacy” by two medication qualified nurses (or a medication qualified nurse and a pharmacist).
- If the TEB is transported to pharmacy by a pharmacy representative, the pharmacy representative also initials the transaction.
- Record on the patient’s MR/090.0 (Discharge Patient Information) under Special Instructions that the patient has **“X (number) of TEB in pharmacy”**.
- Pharmacy stores TEB in their S8 safe, recording; ○ Date, time, patient’s name & UR ○ “IN UNIT” (1 bag) ○ TEB barcode ○ Transferring ward and words “seal checked” in the comments section.
- A note is also placed in the patient’s iPharmacy record.

### **F. USING PATIENT’S OWN S8/S4D FROM A SEALED TEB**

If access to a patient’s own S8/S4D is necessary for inpatient administration after the TEB has been sealed (e.g. after hours or stock not available from pharmacy):

- Two medication qualified staff must sign out the original TEB specifying the patient’s name and stating ‘open & rebag’.
- Document name and quantity of medication(s) taken out of TEB together with reason under ‘comments’.
- The remainder of the S8/S4D medications are placed into a new TEB.
- Follow the same procedure as “new patients with own S8 & S4D medications” to reseal the remaining medications.

### **G. ADDING ADDITIONAL PATIENT’S OWN S8/S4D MEDICATION(S) - IF THE PATIENT ALREADY HAS AN EXISTING SEALED TEB BAG**

If additional patient’s own S8/S4D medication(s) are located AFTER a TEB has already been sealed:

- ☐ Two medication qualified staff to check, count and seal the S4D/S8 medications in an ADDITIONAL Tamper Evident Bag (TEB) as per “new patients with own S8 & S4D medications”. ☐ Note the number of TEB for that patient on their MR090.0.

### **H. BAGS WITH EVIDENCE OF TAMPERING**

If a TEB shows evidence of tampering, two medication qualified staff will;

- ☐ Check the TEB barcode matches the original entry in the Patient's Own S8/S4D Drug Register.
- ☐ Count the contents into a new TEB as described in Section A.

If there is a discrepancy between the barcode and/or the contents of the bag, this must be investigated and reported as per CPP0092 Medication-Mandatory Reporting of Discrepancies in Drug Records.

**Example drug register (see next page)**

Example drug register

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WARD 82

YEAR 2013

RELOAD BAG BARCODE NUMBER

RELOAD BAGS EACH BAG AS ONE UNIT

RELOAD CONTENTS OF BAG

DATE		TIME	Balance Carried Forward		Sign & print surname of person accepting delivery of or administering this drug				Notes/Comments
		Patient name to whom administered or name of supplier	UR NUMBER	IN	OUT	Sign	Print		
26/11/13	2030	30 MOZ	123456	1		2	A. Leaver	D. Sane	CONT. CONTIN 10mg tab x 100 TENSIL 50mg 10mg tab x 100 Barcode end
27/11/13	0800	Change of shift					A. Barker	S. Zar	Barcode end
27/11/13	2000	Change of shift					A. Leaver	D. Sane	Barcode end
28/11/13	1000	30 MOZ	123456	1		db	L. Lex	A. Barker	Discharge
									CHANGE OF SHIFT
									DISCHARGE