**Schedule 4D & Schedule 8 Medications –**

**WARD ORDERING, RECEIPTING and SUPPLY Procedure**

***CARD ORDERING SYSTEM (applicable to wards which do not have S4D and S8 imprest)***

1) Cards will be kept inside the ward DD safe.

2) When the stock balance reaches the **reorder level**, REMOVE the card and place in the provided card pocket.

3) The “pocket” is held on the ward for the day, accumulating order cards as required. Send this order to pharmacy early **the next morning (prior to midday)**, for processing and delivery the same day.

4) As a prompt for the original pocket to be collected, please **FAX** to pharmacy (Ext. 94711).

5) If an order is **urgent** (i.e. a patient requires a dose which is not available) then a RN/EN should bring down the entire order for processing by pharmacy as soon as possible. If pharmacy is unable to provide all items in a timely manner, then just the urgent item will be supplied.

6) If the item to be ordered is not a standard Schedule 4D or Schedule 8 medicine used on that ward, a preprinted card will not exist. Blank cards detailing the Drug Name, Form, Strength and Quantity are available – complete the card then follow steps 2 & 3.

7) Absence of the card in the safe (and pocket) shows staff that the drug has been ordered, thus reducing the chance of order duplication.

***DELIVERY OF ORDERS***

On **WEEKDAYS** pharmacy will endeavour to deliver at the next available technician delivery round after completion of the order.

On **WEEKENDS (and public holiday)** orders will need to be collected by a RN/EN from pharmacy

during opening hours [usually 0900 hours to 1200 hours (midday)].

***ORDER RECEIPTING***

If ward staff are not available to accept the delivery, the order will be returned to pharmacy for collection by the ward.

When delivered to the ward – the RN/EN is to

Check the drugs ordered and quantities match the packing slip. Sign the Pharmacy and the Ward copy of the packing slip.

Sign the drugs into the ward DD safe with;

- Another RN/EN or a

- Pharmacist

Return the order cards and pocket to the safe.

***RETURNING STOCK TO PHARMACY (RETURNS ACCEPTED ON WEEKDAYS ONLY)***

Stock to be returned must be signed out of the ward Administration Register by: A RN/EN AND the Ward Pharmacist

Record the details of the drug being returned in the designated red returns book.

The returns can then be brought back to pharmacy by Clinical Pharmacist / authorised delegate.

\*If the ward is not serviced by pharmacy, two RN/EN must undertake the transaction.

Appendix Three CPP0381 Medications- Inpatient Supply Version 3