

Section 2 – Stock Control of Medicines in Wards & Departments

Note: - Controlled drugs are dealt with under Sections 19 and 20

1. Introduction

- 1.1 The registered nurse/midwife in charge along with appropriate Medical and Pharmacy Staff will agree a list of medicines which will be stocked in the ward/department at all times and these will be termed "stock" medicines.
- 1.2 Medicines which do not appear on the ward/department stock list will be classed as "non-stock" medicines. Non-stock medicines are supplied only when there is a patient on that medicine and are returned to pharmacy when no longer required.
- 1.3 The supplying Hospital Pharmacy Manager will satisfy them self that the storage facilities for medicines are adequate in wards and departments and meet the highest practical security standards - see Section 5.

2. Stock Control

- 2.1 Stocks of medicines will be maintained at a level which allows the ward or department to function efficiently without overstocking.
- 2.2 Stock lists should be reviewed regularly, at least annually, by pharmacy in conjunction with ward staff.
- 2.3 Nursing/midwifery staff must ensure that, when they receive medicines from pharmacy, they place them in cupboards in such a way that medicines with shortest expiry dates are at the front, and hence will be used first.
- 2.4 The registered nurse/midwife in charge and/or pharmacy staff should check the medicines in stock frequently to ensure that it is suitable for use.
 - Medicines not in use, which are approaching their expiry date, and which could be used in other wards/departments, should be returned to pharmacy 3 months before they expire. This must be arranged in consultation with the supplying pharmacy department.
 - Medicines which are seldom used, but which must be stocked for emergencies, should be returned to pharmacy just before they expire.

SECTION 2 STOCK CONTROL of MEDICINES in WARDS & DEPARTMENTS

- Replacement of short dated stock should be initiated at least one month before it is required to ensure that the ward/department stock of medicines is always in date.

3. Returning Medicines to Pharmacy

- 3.1 Medicines brought into hospital by patients - see Section 7, paragraph 9 and 10
- 3.2 Medicines requiring refrigeration – contact pharmacy for advice
- 3.3 Cytotoxic medicines – contact pharmacy for advice
- 3.4 Ward non-stock medicines – contact pharmacy for advice. Consideration will be given as to whether the medicine may be required in the foreseeable future.
- 3.5 Full packs of tablets/capsules, liquids, creams/ointments, etc., and part packs of injections may be returned to pharmacy. Those which are in date and in good condition will be returned to pharmacy stock.
- 3.6 Part packs of blister packed tablets and capsules which are returned to pharmacy and which are in date will be assessed by pharmacy for suitability for use against predefined criteria.
- 3.7 Opened packs of liquids, creams/ointments, loose packed tablets/capsules etc., and out of date medicines which are returned to pharmacy will be destroyed appropriately by pharmacy.

5 Expiry Dates

Manufacturer's guidelines for the proper storage of medicines must be followed to ensure the validity of the expiry date.

Use by January, 2023 means do not use after 31.01.23

Use before January, 2023 means do not use after 31.12.22

Expires or Expiry January 2023 means do not use after 31.01.23