



Managing Medications Brought Into Manaakitanga By MHS Clients Procedure

Procedure Number
CHC-MHS-0075

Version Nos:
2

1. Purpose

This Procedure sets out the steps to secure and manage any medication brought into the West Coast District Health Board (WCDHB) Mental Health Service (MHS) Inpatient Unit (Manaakitanga) by clients. When followed it will help ensure maximum client and staff safety, minimum wastage and allow for all medications to be checked, recorded, tracked and, where necessary, disposed of safely.

2. Application

This Procedure is to be followed by all WCDHB MHS staff members.

3. Definitions

For the purposes of this Procedure:

- **Recorded drugs:** include benzodiazepines and related medication
- **Controlled drugs:** include opiates, (codeine/morphine based products), and amphetamines.

4. Responsibilities

For the purposes of this Procedure

- **Prescribing** medications is the responsibility of the Doctor
- **Dispensing and reconciliation of** medications is the role of the Pharmacist
- **Administration** of medications is undertaken by nurses
- **Secure storage and documentation** of client medication is the responsibility of a registered nurse

5. Resources Required

This Procedure requires the following resources:

- i) Ward drug cupboard and keys;
- ii) Documentation of stored medication (template)
- iii) Controlled and recorded drug registers

6. Process

1.00 Clients will be encouraged to bring all their own medication into the unit if admitted as an inpatient. The Client's own medication will be stored in the medication cupboard and used as prescribed once checked by the pharmacy.

Note: if client is admitted after hours the clients own medication will be used provided the registered nurse is comfortable to administer it, and will be checked by the pharmacy the following working day.

1.01 Recorded drugs are recorded, double checked and signed into the patients own recorded drugs book, and are administered as prescribed.

1.02 Controlled drugs are recorded, double-checked and signed into the ward controlled drugs book and are administered as prescribed.

1.03 Medication to be administered by staff while on the ward (including over the counter medications/drugs, and those prescribed by a GP) will be re-prescribed by the Consultant or Medical Officer.



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- 1.04 Over the counter medications which have been purchased from a pharmacy or other outlet, and have not be re-prescribed (as above) may, with approval from the client's consultant and clinical team be stored until discharge and returned to the client. If it is deemed unsafe for such products to be returned to the client at discharge or transfer, this will be discussed with the client (and family where indicated) and a safe solution sought.
- 1.05 The Pharmacist will commence the medication reconciliation process, with a view to identifying and communicating to the prescriber any differences between prescribed medication and client/family's report of current medication (refer to WCDHB Medicine Reconciliation Procedure).
- 1.06 Any medication belonging to the client may be returned to them on discharge if
- it is on their current prescription
 - the container is correctly labelled for current use
 - Client is assessed by the consultant and clinical team as being safe to be in possession of the medication
- Note: medications not meeting the above requirements will not be returned to the client and will be returned to the pharmacy for disposal. Please also see note at 6.4 re: return of over the counter products.*
- 1.07 If medication is not correctly labelled, advice will be sought from the hospital pharmacy regarding re-labelling. *Note: Nursing staff are not permitted to re-label medicines.*
- 1.08 On discharge or transfer all medications and prescriptions will transfer with the client, providing they meet the criteria above in Section 1.06.

7. Precautions And Considerations

- Storage of Controlled Drugs must be in accordance with the relevant legislative requirements

8. References

Health & Disability Sector Standards 8134:2008
Code of Health and Disability Services Consumers' Rights (1995)
Health Act (1956)
Hospitals Act (1957)
Hospitals Regulations (1993)
Medicines Act (1981)
Medicines Regulations (1984)
Misuse of Drug Regulations (1977)
Misuse of Drugs Act (1975)



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9. Related Documents

- WCDHB MHS Service Provision Framework
- WCDHB Accident/Incident Reporting Procedure
- WCDHB Clinical Documentation Procedure
- WCDHB Informed Consent Procedure
- WCDHB Medication Policy
- WCDHB Medicine Reconciliation Procedure
- WCDHB Prescribing Procedure

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