	TACT Medication Management Procedure	Procedure Number <i>WCDHB MHS:0032</i>	Version No: 5
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1.0 Purpose

This procedure is designed to ensure the safe management of medication by TACT, in accordance with all legislative and regulatory requirements.

2.0 Application

This procedure applies to all Psychiatrists, TACT staff, Pharmacists and CMH team members.

3.0 Definition

There are no definitions associated with this procedure

4.0 Responsibilities

For the purposes of this procedure

Psychiatrists are required to

- Provide instructions for the administration of STAT medications, either in writing, or as a verbal order (*Emergency and verbal orders P&P*)
- Provide written instructions for the dispensing of medications

Pharmacists are required to make twice weekly checks of the TACT medication cupboard contents and replace medications (as required)

5.0 Resources Required

Pre-dispensed stock medication

6.0 Process

- 6.1 All emergency medications are stored in single dose, labelled containers. These are issued and checked 2 x weekly by the Pharmacy.
- 6.2 Emergency medications are administered/issued only on clear instructions of the duty doctor.
- 6.3 The individual's name, date, and name of the Duty Doctor need to be added to the medication label before it is issued to the Consumer/ Tangata Whaiora

- 6.4 Record of medication administered/issued needs to be documented in the individual's clinical record
- 6.5 The Emergency Medication Folder needs to be updated – information needs to include
- Name of the person receiving the medication
 - Name of the Duty Doctor
 - The TACT team members initials
 - The number of doses issued
 - Running total
- 6.6 All medications are stored in the locked cupboard, in single doses ready for administration / issue.

7.0 Precautions and Considerations

- Instructions for the administration/issue of all emergency use medications are to be given in writing or as a verbal order by the Duty Psychiatrist.
- All medication administered/issued are to be documented in the individual's clinical record

8.0 References

NZS 8143:2001 National Mental Health Sector Standards
Nursing Council New Zealand's Code of Conduct for Nurses (2006)
HPCA Act (2003)
Hospitals Regulations (1993)
Medicines Act (1981)
Medicines Regulations (1984)
Misuse of Drugs Amendment Act (2005)
Misuse of Drug Regulations (1977)

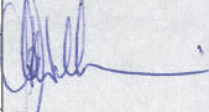
9.0 Related Documents

WCDHB Nursing Policy and Procedure Manual

10.0 Guidelines

The following medications are those that are held in the TACT emergency medicines cupboard, sited on the in patient unit.

Quantity	Medicine	Strength	Instructions
2	Temazepam	10 mgs	<i>I or II nocte prn</i>
2	Zopiclone	7.5 mg	<i>I or II nocte prn</i>
3	Clonazepam	0.5 mg	<i>I upto tds prn</i>
2	Benzotropine	2 mg	<i>I upto BD prn</i>
2	Risperidine	1 mg	<i>I BD or maximum daily use</i>
2	Quetiapine	25 mg	<i>I or II maximum daily use</i>
1	Benzotropine (IMI)	2 mg	-

Revision History	Version	4	Approved MHS GM:  Date: 13/12/07
	Developed By:	MHS Quality Committee	
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