



Weekend Supply Of Emergency Medications Procedure

Procedure Number
WCDHBP-0127

Version Nos:
3

1. Purpose

This Procedure outlines the process for the emergency supply of new medication that has been initiated in a inpatient clinical area of the West Coast District Health Board (WCDHB), to a patient that is being discharged either on a Saturday afternoon or a Sunday and the patient is required to take medication prior to the opening of pharmacies (both Hospital and community) on the Monday morning.

2. Application

This Procedure is to be followed by all clinical staff through out the WCDHB that are issuing an emergency supply of medication for a patient to take home.

3. Definitions

For the purposes of this Procedure:

Prescribing medications is the responsibility of the Doctor;

Dispensing medications is the role of the Pharmacist;

Administration of medications is undertaken by nurses.

4. Staff Authorised To Perform Procedure

This Procedure shall be performed by a:

- i) Registered Nurse
- ii) Pharmacy technician

AND

Needs to be checked by one person from the following group:

- i) Registered Medical Practitioner
- ii) Pharmacist

5. Resources Required

This Procedure requires:

- i. white pre-printed labels
- ii. small zip-lock bags
- iii. stock medication from Wards

6. Process

- 1.00 Patient is being discharged from hospital on a Saturday afternoon or Sunday and does NOT live in an area where a community pharmacy is open and a prescription has not been able to be organized in advance.
- 1.01 Patient has been commenced on a NEW medication.
- 1.02 Only new medication will be issued as an emergency supply, as the patients other medication will be returned to the patient on discharge or they will have a continuing supply at home.



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- 1.03 The medication shall be administered as per the requirements of the WCDHB Administration of medications Procedure and the WCDHB Medication Policy.
- 1.04 All details on the white label on the zip lock bag will be correctly and completely filled in including:
- Medicine name
 - Strength
 - Quantity
 - Instructions for use
 - Date
 - Patient
 - Given by
 - Checked by
- 1.05 The Registered Nurse or Pharmacy Technician who is filling in the form must have a Registered Medical Practitioner or Pharmacist check the stock bottle and the details on the label before signing to say the medication has been checked.
- 1.06 The emergency supply of medication will only cover the patient until a community or Hospital pharmacy is open (i.e. 1-2 days)
- 1.07 A prescription should be written for the patient to ensure a continuation of supply is obtained at the earliest opportunity from a community or hospital pharmacy.
- 1.08 A record in the patient's medical record needs to be made to record the supply of medication.

7. Precautions And Considerations

- ➔ To ensure that all Registered Nurses and Pharmacy Technicians work within their scope of practise it is imperative that all medication being issued to a patient as dispensed medication is checked by a Registered Medical Practitioner or Pharmacist.

8. References

Code of Health and Disability Services Consumers' Rights (1995)
Health Practitioners Competence Assurance Act 2003
New Zealand Nursing Council Code of Conduct for Nurses and Midwives (1995)
Health Act (1956)
Hospitals Act (1957)
Hospitals Regulations (1993)
Medicines Act (1981)
Medicines Regulations (1984)



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9. Related Documents

WCDHB Administration of Medications by Students Procedure
WCDHB Controlled Drugs Procedure
WCDHB Emergency Orders and Verbal Orders Procedure
WCDHB Medication Errors Procedure
WCDHB Medication For On-Leave Patients Procedure
WCDHB Medication Policy
WCDHB Nursing Standards
WCDHB Practice Development Programme
WCDHB Refusal of Medications by Patients Procedures
WCDHB Self-Medicating Patients
WCDHB Storing and Labelling Medications Procedure
WCDHB Use of Traditional and Alternative Medications Procedure

Revision History	Version:	3
	Developed By:	Pharmacy Manager
	Authorised By:	Director of Nursing & Midwifery
	Date Authorised:	September 2007
	Date Last Reviewed:	May 2011
	Date Of Next Review:	May 2013