

## **ORCHID NATIONAL NURSING SUPPLY LIMITED MEDICINES POLICY**

The handling and use of medicines, drugs and poisons is governed by a series of Acts and Regulations of Parliament. The main ones are:

- **The Misuse of Drugs Act 1971** – which controls the availability of drugs which could be misused.
- The Misuse of Drugs Regulations 1985 – which enables specified health care professionals to possess, supply, prescribe and/or administer controlled drugs in their practice. (Amendments 1986, 1988, 1989, 1990, 1995 x 2, 1996, 1998, 1999).
- The Misuse of Drugs Regulations 2001 came into force on the 1<sup>st</sup> February 2002. A copy of this amendment is held on record at 46 Allhallows Bedford MK40 1LN

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### **Misuse of Drugs Act 1971**

**The Misuse of Drugs Act 1971** is designed to check and reduce the unlawful use of the kinds of drugs which could produce dependence if they are misused. These drugs are referred to as controlled drugs.

**Controlled drugs are prescribed by Medical Practitioners and Registered Dentists.** Every GP or Dentist is required to keep a record of all the controlled drugs which are issued. Hospital Pharmacies also have responsibilities over the supply of controlled drugs and they are administered under strict control in a hospital setting. The Regulations governing controlled drugs are as follows

1. A special cupboard must be used clearly marked 'Controlled Drugs Cupboard'
2. The cupboard should be locked and the key held by a RGN or midwife who is in charge.
3. Supplies should only be obtained on the signature of a medical practitioner and administered on written instructions from a medical practitioner.
4. Each dose of a controlled drug must be entered on to a register, it must show the date, the patients name and the time and date it was given.
5. The practitioner who gives the drugs and the person who checks the drugs must sign the entry.
6. In most hospitals the doses must be checked by two people, one of whom should be a RGN or midwife.
7. The person checking should see the bottle or package from which the drug is taken and check the dose against the written prescription.
8. All bottles or packages must be clearly labelled
9. The nurse or midwife in charge should check the cupboard and accompanying records every seven days.
10. Orchids designated Nurse or Manager checks the standards of the Drug Cupboard and its status each month to assist your safety.

- 11. Care Assistants DO NOT under any circumstances ever – administer ‘even an aspirin’ (Orchid document: Doc.1-001 Self Care071106 guidelines accepted)**

### **The Medicines Act 1968**

**Regulates the manufacture, distribution, import, export, sale and supply of medicinal products and medications.**

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**Medicines Act 1968 covers all substances used as medical products or ingredients in medicinal products. This Act divides into three categories:**

1. **Prescriptions-only medicine (POM).** This does include controlled drugs, although they are subject to the additional regulations discussed above. These may be prescribed for a patient and subsequently supplied by a pharmacist.
2. **Pharmacy Medicine (P)** This is supplied by a Pharmacist but can be dispensed without a prescription.
3. **General Sale List (GSL)** These medicines need not be obtained through a pharmacist.

The Prescription-only medicines as you would expect are those which can only be obtained from a GP or Dentist. They include the majority of medicines which are used to control or relieve the symptoms of a wide range of diseases. They also include controlled drugs, which are subject to the special regulations described above.

The Pharmacy medicine include items such as very strong painkillers, some forms of cold or flu remedies and a wide range of specialist preparations which are designed to alleviate the symptoms of common illness.

The General Sale List includes mild painkillers and preparations designed to bring temporary relief of symptoms of some mild common illnesses, such as throat lozenges and medicines designed to clear congestion.

In hospital or nursing home settings all drugs are kept on lockable cupboards, fridges or freezers, even portable drugs trolleys should be locked

**DOCTORS AND DENTISTS CAN ADMINISTER PRESCRIPTION ONLY MEDICINES DIRECTLY TO THE PATIENT. QUALIFIED NURSES CAN SUPPLY MEDICINES UNDER THE DIRECTION OF THE DOCTOR. MIDWIVES MAY ADMINISTER SPECIFIED CONTROLLED DRUGS UNDER CERTAIN CONDITIONS.**

**HEALTH CARE ASSISTANTS MAY NOT UNDER ANY CIRCUMSTANCES ADMINISTER ANY FORM OF DRUG, OR PAINKILLER.**