

## **MEDICATION ACCESS AFTER HOURS**

*This LOP is developed to guide clinical practice at the Royal Hospital for Women. Individual patient circumstances may mean that practice diverges from this LOP.*

### **1. AIMS**

- To ensure medication is obtained correctly after hours
- To describe the process for the management of the After Hours Drug Room (AHDR) keys

### **2. STAFF**

- Registered nurses (RN)
- Registered midwives (RM)
- Nursing/ Midwifery Unit Manager (N/MUM)
- Medical staff (MO)
- After Hours Nurse Manager (AHNM)
- Access and Demand Manager
- On-call Pharmacist
- RHW Management Executive On-Call

### **3. EQUIPMENT**

- Nil

### **4. CLINICAL PRACTICE**

#### **4.1 Accessing medication after hours**

Nursing/Midwifery staff should ensure that medications are ordered from pharmacy department in a timely manner to avoid utilization of the AHDR.

To request to access the AHDR, nursing/midwifery staff must advise the AHNM:

- The availability of the medication required has been **excluded** from a nearby ward as identified on the On-line Medication Formulary:  
[http://seslhnweb/Pharmacy/Online\\_Formulary/default.asp](http://seslhnweb/Pharmacy/Online_Formulary/default.asp) (see Appendix 1 for further details)
- medication requested must be clinically indicated for administration after hours
- the specified time for administration of the medication

The Online Medication Formulary provides information as to which wards have a particular medication on their imprest. When using the online formulary the generic name must be entered and spelt correctly.

When obtaining medication from another ward, please ensure that medications obtained include batch number and expiry date e.g. strip/bottle of tablets. If repeated requests are made by the same ward please advise the N/MUM to revise the wards imprest list.

## **MEDICATION ACCESS AFTER HOURS cont'd**

### **4.2 Accessing medication from the After Hours Drug Room**

If a medication cannot be located on another ward the AHNM must be contacted who will then obtain the medication from the Royal Hospital for Women (RHW) or Prince of Wales Hospital (POWH) AHDR.

RHW AHNMs are permitted to access the POWH AHDR when a medication is not available in the RHW AHDR or to access medication which requires refrigeration. RHW specific fridge stock is located in a labelled bag in the POWH AHDR fridge.

RHW AHNMs do not need prior approval from the On-call Pharmacist to access a medication from the POWH AHDR.

All medications removed from the RHW or POWH AHDRs must be recorded in the AHDR register and/or the MAR summary of the requested medication order copied and left with the AHDR register

Any Special Access Scheme (SAS) forms or patient consent forms must be completed by the medical team prior to administration of SAS medication (the forms are kept with the medication in the AHDR). Once completed, please forward a copy of the SAS form to pharmacy as soon as possible.

### **4.3 On-call Pharmacist**

If the medication required is not available from another ward or the RHW and POW AHDRs the On-call Pharmacist must be contacted via the POWH switchboard (219\*\*) by the AHNM. The AHNM must request to speak to the General On-call Pharmacist who will assist with the query. The AHNM may direct the staff to speak to the On-call Pharmacist directly.

The AHNM may also contact the On-Call Pharmacist for further advice and information if clinically indicated.

Any request from another hospital to borrow stock from the AHDR must be initiated by the On-call Pharmacist. The On-Call Pharmacist may contact the AHNM to organise the appropriate lending of medications to another hospital.

### **4.4 Monitoring After Hours Drug Room Key Possession**

The keys to the RHW and POWH AHDRs are allocated to the RHW Access and Demand Manager/ AHMNs only.

A register of the current holders of the AHDR keys must be maintained at all times, held in Pharmacy Department

For security purposes, the AHDR keys are to remain with the AHNM at all times.

## **MEDICATION ACCESS AFTER HOURS cont'd**

### **4.5 Reporting Lost Keys**

Lost AHDR keys must be reported by the AHNM to the Director of Nursing and Midwifery and Director of Clinical Services who will then advise the Director of Pharmacy.

The loss must also be reported via an IIMS (Property Security Hazard) notification, which must be done prior to completion of the shift.

### **4.6 Security**

In case of an emergency there is a duress alarm positioned on the wall on the left hand side of the AHDR.

## **5. DOCUMENTATION**

- OnLine Formulary AHDR Register
- MAR summary
- AHDR key register (Nursing Services Roster Office)

## **6. EDUCATIONAL NOTES**

- Nil

## **7. RELATED POLICIES / PROCEDURES / CLINICAL PRACTICE LOP**

- Medication: Accountable drug (schedule 4 (d) and schedule 8)
- Accreditation of staff to give drugs in specific units
- Medication: prescribing

## **8. RISK RATING**

- Low

## **9. REFERENCES**

- Prince of Wales Hospital Clinical Business Rule- Management of the After Hours Drug Room Keys and access to the After Hours Drug Room

### **REVISION & APPROVAL HISTORY**

Reviewed by Access and Demand Manager and AHNM's 28/10/18  
Reviewed and endorsed Therapeutic & Drug Utilisation Committee 10/2/15  
Minor amendments by Bed Manager due to changes in on-call Pharmacist arrangements Oct 2013  
Approved Quality & Patient Safety Committee December 2012  
Approved Quality & Patient Safety Committee 21/6/12  
Reviewed and endorsed Maternity Services Division LOPs group  
Submitted by Bed Manager May 2012

**FOR REVIEW: FEBRUARY 2023**

---

## LOCAL OPERATING PROCEDURE – CLINICAL

Approved Quality & Patient Safety Committee 15 November 2018  
Review February 2023

---

### MEDICATION ACCESS AFTER HOURS cont'd

<b>AUTHORISATION</b>	
Author (Name)	Wendy Hudson
Position	Access and Demand Manager
Department	Nursing administration
Department Contact	Wendy Hudson
<b>GOVERNANCE</b>	
Endorsement date	11/09/2018
<b>Expiry date:</b>	<b>02/23</b>
Ratification date by RHW DTC Committee	11/09/2018
Chairperson, DTC Committee	Dr Sharon Miskell
Process for removal of previous version of Protocol/Guideline	
Approved Protocol distributed	
Risk rating	Low
Version Number	4

## Appendix 1- Online Medication Formulary

The Online Medication Formulary can be accessed by:

- Open the SESLHD home page on the intranet
- Click on “Clinical Services” on the left hand side of the screen
- Select “Pharmacy Services”
- Click on “Location of drug stock (including restrictions)” on the left hand side of the screen.

### Accessing Drugs After Hours at RHW

