



Public – To be published on the Trust external website

Title: Access to medicines and pharmacy services outside working hours

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Status: Approved

Document type: Procedure

Overarching policy: Medicines overarching framework

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1 Introduction

This procedure signposts nurses, doctors, pharmacy staff and other professions to appropriate access to medicines and advice outside of normal pharmacy working hours. This specifically aligns to our goal of creating a great experience for our patients by enabling access to the care that is right for them.

2 Purpose

Following this procedure will help the Trust to:

- Ensure appropriate continuity and initiation of medicines use outside of normal working hours
- Provide personalised care through the effective prescribing of medicines
- Comply with legal and professional requirements in the authorised supply of medicines

3 Who this procedure applies to

This procedure applies primarily to in-patient teams needing to access medicines outside of normal pharmacy opening hours.

4 Related documents

This procedure describes what you need to do to implement the Access to medicines and pharmacy services outside normal working hour's section of the Medicines Overarching Framework.



The Medicines Overarching Framework defines compliance requirements for prescribing and initiating treatment safely which you must read, understand and be trained in before carrying out the procedures described in this document.

This procedure also refers to:

- ✓ [Pharmacy, Medicines and our Medicines Optimisation Interactive Guide | TEWV Intranet](#)
- ✓ [Medicines Overarching Framework](#)
- ✓ [Controlled drugs standard operating procedures](#)
- ✓ [FP10 Management procedure](#)
- ✓ [Ordering, storage, transfer, security and disposal](#) procedure
- ✓ [Patients Own Drugs procedure](#)

5 What are normal working hours?

There are three pharmacies (dispensaries) providing medicines for in-patients and community services. They are located in Darlington, York and Middlesbrough.

The standard opening hours for the pharmacies in each locality are:

- 9am-5pm (Mon-Fri)

On a weekend, only 1 dispensary will be open (on a rotational basis) with orders able to be placed:

- 9am-12pm (Sat & Sun)

6 Procedure for obtaining medicines outside of working hours

The flow chart below highlights the sequential steps to take when the trust pharmacies are closed. More information is then provided in the subsequent sections of this procedure.



Medicines required
"out of hours"

- If patient is admitted out of hours then the Doctor will write a Prescription and Administration Record card **and** complete a named patient order
- Ward stocks or patients own drugs (see below) will be used for the patient where possible
- If a medication is prescribed that is not ward stock, then, after checking all possible sources of supply on the ward, follow steps below sequentially

Patient's own
drugs

- If not brought in, can a friend or relative bring them in?
- Assess patient's own drugs (PODs) for suitability as per appendix 1 PODs procedure
- If suitable to use, then use for that patient only. Follow guidance in the Medicines Overarching Framework.

Stocks on
neighbouring
wards

- Check ward stock lists on neighbouring wards
- If another ward keeps the item required then request the transfer of the item. (The medication transfer record should be completed).

Emergency drug
cupboard (EDC)

- Check the on-site EDC list. The EDCs are available in the following locations:
- Lanchester Road: Farnham Ward
- West Park: Elm Ward
- Roseberry Park: Pharmacy waiting area
- Foss Park: Pharmacy Waiting Area
- Cross Lane

Use FP10 for
community
pharmacy

- An appropriate prescriber will need to write an FP10 prescription that can be dispensed at a community pharmacy
- NOTE: A FY1 cannot prescribe on an FP10

Trust on-call
pharmacist

- Contact the Trust on-call pharmacist for advice regarding unavailable medication.
- 01642 838050

7 Access to an emergency drug cupboard

Emergency drug cupboards containing a range of medicines for use outside normal working hours are located at:

- Darlington: West Park Hospital
- Durham: Lanchester Road Hospital
- Middlesbrough: Roseberry Park Hospital
- Scarborough: Cross Lane Hospital
- York: Foss Park Hospital

Refer to local standard operating procedures for use of emergency cupboards.

8 Access to emergency clozapine

Emergency clozapine supplies are available to access on each site with an AMH or MHSOP ward. The correct process can be found here: <T:\Intranet Published Documents\Services\Medicines and Pharmacy\Out of Hours>

9 Transferring medicines between wards

When transferring medicines, the complete container (e.g. box, bottle etc.) must be transferred to the receiving ward (note – the container does not need to be full). Medicines must never be transferred into another container. Use the medication transfer book when transferring medicines to record the audit trail of medicines.

The Designated Practitioners in Charge of both wards must keep signed records of the transfer of medicines.

See [Ordering, storage, transfer, security and disposal](#)

NOTE: controlled drugs must NOT be transferred using this procedure – see [Controlled Drugs Standard Operating Procedures](#).

10 Access to dispensing services out of core hours

Available community pharmacies within each area (including opening times) can be found here [Find a pharmacy - NHS \(www.nhs.uk\)](http://www.nhs.uk)

This website is kept up to date with opening hours – just type in the postcode of the place you are working and the nearest pharmacies will be listed. You can also filter just to the ones “open now” if immediate access is required.

11 FP10 Prescription access

Each ward has a FP10 pad which will be stored securely with controlled access. The use of FP10s will be monitored regularly by pharmacy. See [FP10 Management procedure](#).

Note: FY1 doctors cannot legally prescribe on an FP10.

12 Accessing Controlled Drugs from other wards

See section 15 [Controlled Drugs Standard Operating Procedures](#).

13 Contacting a pharmacist

Contacting a pharmacist outside of normal opening hours should be restricted to situations where accessing urgently required medicines via the usual alternative routes has been unsuccessful, or in situations where professional pharmacy advice on the use of medicines is required urgently. Contact with the on-call pharmacist should only be made after checking appropriateness with the senior registered nurse on site.

Full details can be found on the pharmacy intranet pages [Out of hours | TEWV Intranet](#)

14 Definitions

Term	Definition
FP10	<ul style="list-style-type: none">NHS prescription for dispensing at a community pharmacy

15 How this procedure will be implemented

- This procedure will be published on the Trust's intranet and external website.
- Line managers will disseminate this procedure to all Trust employees through a line management briefing.

15.1 Training needs analysis

No training needs identified.

16 How the implementation of this procedure will be monitored

No implementation monitoring requirement identified.

17 References

N/A

18 Document control (external)

Required information type	Information
Date of approval	27 July 2023
Next review date	01 August 2026
This document replaces	Access to Medicines and Pharmacy Services outside working hours Version 3.1
This document was approved by	Drug & Therapeutics Committee
This document was approved	27 July 2023
This document was ratified by	n/a
This document was ratified	n/a
An equality analysis was completed on this policy on	Sits under the EIA for the Medicines Overarching Framework
Document type	Public
FOI Clause (Private documents only)	n/a

Change record

Version	Date	Amendment details	Status
2	28/07/2016	Flow charts added in appendix 1 and 2 Appendix 3 new. Amendments throughout York access added	Superseded
2.1	20/06/2017	Version 2.1: on call contact number updated	Superseded
2.2	18/09/2017	Version 2.2: Updated location of York FP10s in section 10 & 11.9	Superseded
2.3	30/08/2018	Appendix 4 removed as no longer used. Updated for York to align with the rest of TEWV.	Superseded
3.0	26/09/2019	updated removing references to Lloyds pharmacy. List of community pharmacies updates.	Superseded
3.1	26/02/2020	Removed FP10 information and updated to Foss Park	Superseded
4.0	27/07/2023	Refreshed and updated throughout. Appendix 1 flowchart (which is a summary of the whole procedure) moved to main body of procedure for ease of use. Appendix 2 (list of community pharmacies) removed as the information is quickly out of	APPROVED

		date – procedure now directs to up to date website (section 10). Section 12 – language changed from borrowing CDs to accessing CDs	
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Appendix 1 – Approval checklist

To be completed by lead and attached to any document which guides practice when submitted to the appropriate committee/group for consideration and approval.

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
1.	Title		
	Is the title clear and unambiguous?	Y	
	Is it clear whether the document is a guideline, policy, protocol or standard?	Y	
2.	Rationale		
	Are reasons for development of the document stated?	Y	
3.	Development Process		
	Are people involved in the development identified?	Y	
	Has relevant expertise has been sought/used?	Y	
	Is there evidence of consultation with stakeholders and users?	Y	
	Have any related documents or documents that are impacted by this change been identified and updated?	Y	
4.	Content		
	Is the objective of the document clear?	Y	
	Is the target population clear and unambiguous?	Y	
	Are the intended outcomes described?	Y	
	Are the statements clear and unambiguous?	Y	
5.	Evidence Base		
	Is the type of evidence to support the document identified explicitly?	N/A	
	Are key references cited?	N/A	
	Are supporting documents referenced?	N/A	
6.	Training		
	Have training needs been considered?	Y	
	Are training needs included in the document?	N/A	

	Title of document being reviewed:	Yes/No/ Not applicable	Comments
7.	Implementation and monitoring		
	Does the document identify how it will be implemented and monitored?	N/A	
8.	Equality analysis		
	Has an equality analysis been completed for the document?	N	Forms part of Medicines Overarching Framework EA.
	Have Equality and Diversity reviewed and approved the equality analysis?	N/A	
9.	Approval		
	Does the document identify which committee/group will approve it?	Y	
10.	Publication		
	Has the document been reviewed for harm?	Y	
	Does the document identify whether it is private or public?	Y	
	If private, does the document identify which clause of the Freedom of Information Act 2000 applies?	N/A	