

**Standard Operating Procedure for accessing
Controlled Drugs for Palliative Care at the Selby and York
Out-of-Hours Service Sites of Unscheduled Care
(without pharmacist emergency contact numbers)****Purpose**

- To ensure confidence and satisfaction with access to controlled drugs in the out-of-hours period
- To ensure timely access to controlled drugs in the out-of-hours period
- To meet all legal requirements governing the prescribing, issue and receipt of controlled drugs
- To ensure safe systems of working for service staff

1. Scope

This SOP defines the process for accessing controlled drugs (CDs), namely injectable diamorphine and midazolam for use in syringe drivers, by the out-of-hours service of unscheduled care in the York and Selby locality.

2. Process

Stepwise approach to accessing CDs (see appendix 1 for a diagrammatic summary)

- 2.1 The prescriber should write/print a prescription for the drugs in the usual manner.
- 2.2 An assessment should be made as to the urgency of the situation, which may guide the clinician to the most appropriate place to access the CDs. This assessment should take into account:
 - The clinical need of the patient
 - The time when the drug is required (e.g. now, or several hours from now)
 - The time of day
 - The location of the patient
 - The practicality of identifying a pharmacy able to dispense the prescription
 - The availability of a carer/OOH service to travel to get the prescription dispensed
 - The drug and quantity of CD required – in rare cases YHFT pharmacy may be the only means of obtaining large quantities

The gold standard, where possible and reasonable, is for the prescription to be dispensed from a pharmacy. **However, based on situational or clinical judgement it may be perfectly acceptable and appropriate, within the OOH period, to move directly to step 2.**

- 2.3 **STEP 1:** A prescription should be written and presented to a local pharmacy, if open. If no local pharmacy is open, the prescriber or nominated healthcare professional should seek to get the prescription dispensed at another pharmacy that is open within the Selby & York locality, **if practical**. A list of community pharmacies within the locality and their usual opening hours should be available to OOH staff. See **Appendix 3** for list of pharmacies participating in palliative care stock holding scheme and **Appendix 2** for the list of drugs that participating pharmacists should have. Note: It is the responsibility of the OOH healthcare professional (not the patient, relatives or carers) to ascertain that a pharmacy is open, that it has the required drugs in stock.
- 2.4 **STEP 2:** The prescription can be issued from the palliative care out-of-hours CD stock at the OOH services co-located in **York Hospital Foundation Trust A&E department or in Selby Hospital**. See **Appendix 4** for the list of CDs stocked. The prescription should be assembled, labelled and whenever possible double checked by a second healthcare professional, according to a separate SOP for issuing and labelling CDs. The CD register should be completed appropriately as documented in the SOP. **NB** Access to the CD cupboard keys will usually be through the Duty Lead Clinician.
- 2.5 **STEP 3:** If there are no pharmacies available to dispense the prescription and there is not an adequate supply of the necessary CD at the York or the Selby OOH site to last until the following morning, then the on-call pharmacist at York Hospital should be contacted via the hospital switchboard. This service is available out-of-hours every day of the year and will always be the **final** option for sourcing a supply of CDs if community routes are not available. The on-call pharmacist will verify the identity of the prescriber by calling the USC switchboard before dispensing the prescription. The prescription must be transferred and drugs collected from YHFT pharmacy by a member of OOH staff and not a carer/patient. **NB:** If Step 3 is deemed the necessary route for follow-up supplies, e.g. over a bank holiday weekend, the on-call pharmacist should be contacted as early as possible, after 9am, the following morning.

Please note:

- Healthcare professionals should always be mindful of their professional code of conduct when handling controlled drugs.
- In the case of patients who need to start their medication without delay the responsibility for locating a pharmacy or otherwise making arrangements for supply of medicine should not lie with the patient or their representative but with the out-of-hours provider (DH guidance)

3. Audit and monitoring arrangements

- 3.1 All FP10P-RECs for controlled drugs should be securely retained inside a designated envelope within the CD cupboard and brought to the attention of the Unscheduled Care Service manager in-hours by usual communication channels.
- 3.2 All such FP10P-RECs will be reviewed by the PCT to ensure that the stepwise plan has been followed and that CDs have been accessed appropriately.
- 3.3 Staff who wish to raise any questions about accessing CDs for palliative care out-of-hours should do so with their line manager or the NHS NYY Community and Mental Health Services principal pharmacist.

4. Responsibility

Doctors working for the out-of-hours service of unscheduled care will undertake this procedure.

5. Review

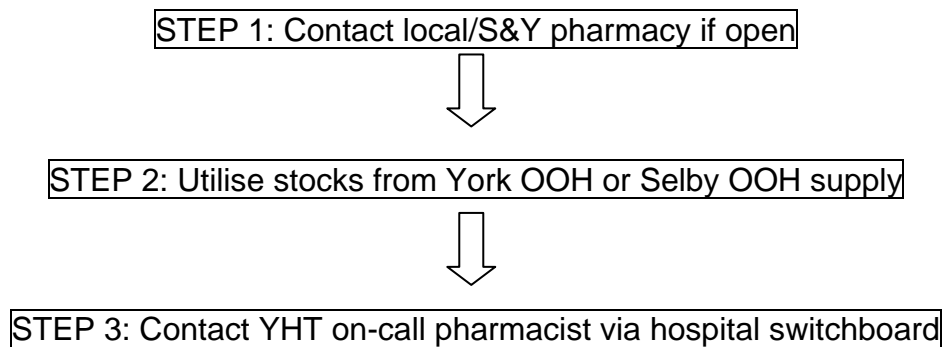
Following implementation, this SOP shall be subject to review, in accordance with any change in the law regarding controlled drug prescribing, issue and receipt. It may also be reviewed following audit or error-reporting which has identified risk with the existing procedure.

6. Related Guidance/Policy

NYYPCT Community and Mental Health Services Controlled Drug Policy

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| <p>SOP written by: Medicines Management Team, Community and Mental Health Services, NYYPCT Date: June 2009 Approved for use by: Unscheduled Care Clinical Standards Group Review Date: June 2011 or sooner if required</p> |
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Appendix 1: Diagrammatic Summary of Stepwise plan for accessing CDs for Palliative Care Out-of-Hours



NB The approach taken can vary depending on the circumstances in question, as referred to in the earlier text. Depending on clinical or situational circumstances it may be perfectly acceptable and appropriate to move straight to Step 2.

Appendix 2: Recommended list of drugs to be stocked by pharmacies participating in the York and Selby Palliative Care Pharmacy Scheme

| Quantity | |
|---|------|
| Dexamethasone injection 4mg/ml (1ml ampoules) | x 10 |
| Metoclopramide injection 10mg/2ml | x 10 |
| Cyclizine injection 50mg/ml | x 15 |
| Haloperidol injection 5mg/ml | x 10 |
| Levomepromazine injection 25mg/ml | x 10 |
| Midazolam injection 5mg/ml (2ml ampoules) | x 10 |
| Hyoscine butylbromide injection 20mg/ml | x 10 |
| Hyoscine hydrobromide injection 400mcg/ml | x 10 |
| Diamorphine injection 30mg | x 5 |
| Diamorphine injection 5mg | x 15 |

Appendix 3: List of Community Pharmacies participating in the York and Selby area palliative care scheme

| Pharmacy name and address | Contact name | Notes |
|---|---------------------|---|
| Rowlands Pharmacy, 66 Doncaster Road, Selby, YO8 9AJ | Lorraine Gell | |
| Tesco Pharmacy, Tesco Superstore, Stirling Road, Clifton Moor Retail Park, York, YO30 4XZ | Peter Swarbrick | |
| Monkton Road Pharmacy, 71 Monkton Road, York, YO31 9AL | Judith Lawrence | |
| Alliance Pharmacy, Market Place, Easingwold, YO61 3AD | | Not available out with normal opening hours |
| Calcaria Pharmacy, 7-9 High Street, Tadcaster, LS24 9AP | David Gill | |
| Lloyds Pharmacy, 4-6 Gillygate, York, YO31 7EQ | | Not available out with normal opening hours |
| Hargrave Pharmacy, 67 Front Street, Acomb, York, YO24 3BR | Ian Hargrave | |

Appendix 4: List of Palliative Care controlled drugs stocked by both the Selby and the York Out-of-Hours Service of Unscheduled Care at York A&E and at Selby Hospital

| Controlled drug: | Quantity stocked |
|---|-------------------------|
| Diamorphine 5mg injection | 20 ampoules |
| Diamorphine 30mg injection | 20 ampoules |
| Midazolam injection 5mg/ml (2ml ampoules) | 20 ampoules |