

Medicines Policy/Procedure

Dr Oakley is solely responsible for prescribing all medicines to individual patients. This treatment is recorded on the patient record card. Patients needing treatment with a medication are given a written private prescription to take to an authorised Pharmacy to be dispensed. Dr Oakley always advises the patient what the approximate cost of the medication will be when dispensed. Advice is also given as to which Pharmacies offer the most competitive fees for private prescriptions.

Ordering, procurement, receipt, recording, storage, administration and disposal of vaccines are carried out by Dr Oakley. Adverse reactions to administered vaccines are reported by the “yellow card” system to MHRA. An up to date record book of vaccines stored on the Practice premises is kept and updated weekly. The expiry date/s of each vaccine batch is recorded, and updated as batches are administered.

Controlled drugs (C.D.’s) are not prescribed or dispensed by this Practice.

Medicines for resuscitation (e.g. adult and junior Epipens) and manual ventilation kits (adult, child and infant) are stored in a clearly marked, lockable cabinet and stored in their original packaging. This equipment is checked weekly & a signed & dated record kept by Dr Oakley. Administration &/or use of these in a life threatening situation would be recorded on the patient’s record card, and also entered in the “critical event” record book. The earliest expiry dates of emergency drugs (eg Epipen) and disposables (syringes, needles, blood specimen containers, dressings etc) are recorded in the cabinet containing them.

Patients &/or parents are informed in writing about the vaccine being administered, including the use, benefits and potential side effects of the vaccine. The Patient Information Leaflet supplied by the manufacturer is also given. Staff and patients are encouraged to report possible side effects of, or possible errors in, administration of any vaccine. The name of the medicine or vaccine, manufacturer, batch number and expiry date are recorded on the patient’s card. The dose, date, site & route of administration are also recorded. An information sheet giving details of the administered vaccine and any possible side effects is given to each patient. This is for their own records (eg to keep in the “red book”) and for them to show to their NHS GP.

Vaccines are prepared by Dr Oakley immediately before being administered to patients. They are stored prior to this in one of three LEC pharmaceutical refrigerators. They are stored at the recommended temperatures, within 2°C and 8°C. A signed daily log is kept recording the maximum and minimum temperature within the refrigerators. These values are displayed on the outside of the refrigerators thus avoiding the need for the doors to be opened.

Up to date information, evaluation references, and Summary of Product Characteristics, are available for every medicine and vaccine used. Medicines and vaccines are used according to the manufacturer’s instructions as specified in the Summary of Product Characteristics. The ABPI Compendium is available in hard copy on the surgery premises.