

Pharmacy Department
Easy Day Home
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Date	25 th August 2017
Your Ref	
Our Ref	DR/CH/AUG17
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To Care Home Managers / Providers NHS Tayside

We wrote to all care homes in September 2016 regarding medication wastage and returns and the use of original pack dispensing in preference to MDS. Following this letter a significant number of homes have now moved over to original pack dispensing as recommended and we would encourage any homes left on MDS dispensed medication to reconsider. There has also been some improvement in medication wastage and returns to pharmacies. However, this has been uneven across Tayside and there are growing numbers of cases where best practice guidelines for medication returns are not being followed.

Following meetings attended by representatives from Care Homes, Scottish Care, Care Inspectorate, NHS Tayside and Community Pharmacists it was felt that some form of sign off system might be appropriate. To this end a decision has been taken to devise a form (appendix1) for use in returning medication which must be signed off by the manager/deputy of the care home before medications can be returned. The form is attached and asks managers to confirm that guidelines for medication returns have been followed. If these forms are not completed and attached to the returns documentation, Pharmacy drivers have been asked to pick up the medication only when the attached form is completed and attached to the returns documentation.

To help managers in this, the situations when medicines might need to be returned to the pharmacy include:

- ✓ Discontinued medication: for example a person's treatment is changed or stopped – the remaining supplies of it should be disposed of safely (with the person's consent).
- ✓ Expired stock - The medicine reaches its expiry date. Some medicine expiry dates are shortened when the product has been opened and is in use, for example, eye drops.
- ✓ Deceased resident – care inspectorate advice is to keep their medicines under lock and key within the service for at least 7 days in case there are any police investigations into the death.

It is unacceptable to return unused medicines supplied in an original pack which the patient is still currently prescribed / taking unless it has reached its expiry date.

Medication policies, procedures and standard operating procedures in the home should all follow the above guidance. No policy should state that medication remaining in the home after 28 days should be returned to the pharmacy. Instead medication remaining should be carried forward to the next month and annotated on the new MAR chart or eMAR or whatever system is used to record medicines administration.

It is understood that this in one respect may be an extra administrative task for care homes but it is felt necessary to ensure that we work together to bring down medication wastage and make best use of the resources and budgets available. In other respects this method of carrying forward stock may also create efficiencies in itself as it will reduce the need to request prescriptions for dropped medication. This is one of many steps being taken across NHS Tayside in this regard.

This new process will start form 1st October 2017.

If you need any help or advice in relation to this please feel free to contact either your community pharmacist or any one of the following individuals:

- Diane Robertson – Community Pharmacy Development NHS Tayside – dianerobertson3@nhs.net
- Ivan Cornford – Scottish Care Integrated Lead - Angus – ivan.cornford@scottishcare.org
- Dr David Marshall – Care Inspectorate – Health Improvement Adviser (Pharmacy)– david.marshall@careinspectorate.com

We would also like to take this opportunity to thank all of you who have already converted back to medicine supply in original manufacturer's packs. In homes using this traditional method, medications remain licensed, NMC policy is adhered to, less waste is generated and a more thorough check that the medication is correct and in date is possible.

Yours faithfully

Frances Rooney
Director of Pharmacy
NHS Tayside

Dr Michelle Watts
Associate Medical Director
NHS Tayside



Everyone has the best care experience possible
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Chairman, Professor John Connell FMedSci FRSE
Chief Executive, Ms Lesley McLay





CARE HOME MEDICATION RETURNS FORM

To be completed by manager (deputy) of home – medication returns can only be picked up once this is completed and handed to driver.

CARE HOME _____

I verify that the medication returns dated _____ have been checked by myself as care home manager (or deputy in absence of manage) and meet the NHS Tayside guidelines for medication returns and wastage.

1. Returns only include:

- ✓ Medication from deceased patients
- ✓ Medication which is date expired
- ✓ Medication which has been stopped by the clinician
- ✓ Medication which has had a change in dose

2. ✗ No excess stock. No medication has been returned that is still in date and which the patients are still currently prescribed.

3. ✗ No food supplements, non-medicated dressings, appliances such as catheters or stoma bags are included in the waste

4. ✓ Medication returns are fully documented on the returns sheet for each patient with a valid reason (attached).

Signed Date

Name Position

Name and signature (if possible)of person(s) assembling medication for return:

Name Signature

Name Signature