A rainbow colored swirly logo

Description automatically generated **Promise Care Services Ltd**

**COLLECTION OF PRESCRIPTIONS**

# Scope

* **Policy Statement**
* **The Policy**
* **Related Policies**
* **Related Guidance**
* **Training Statement**

# Policy Statement

Concerning the collection of prescriptions for a service user, this organisation adheres to the Medicines Act 1968 (and amendments), the Misuse of Drugs Act 1971, the Misuse of Drugs (Safe Custody) Regulations 1973 (and amendments), and the Nursing and Midwifery Council Code of Practice. This organisation believes that every service user has the right to manage and administer their medication if they wish to and that this is an important part of maintaining their independence, dignity, and autonomy. This not only applies to the keeping and administration of medicine but also their collection and dealing with prescriptions.

# The Policy

* When the service user cannot collect their own medication or it cannot be delivered by the pharmacy, family, next of kin, or representative will be encouraged to take on this task for the service user.
* Members of staff from this organisation will provide support to enable safe self-administration and collection of prescriptions or medication when required.
* To ensure the safety of both service users and staff, any request for care involving medication, including the collection of prescriptions by staff, should be discussed with the line managers before being implemented, to ensure that the role being requested is appropriate and can be performed safely and competently by staff. No member of staff should proceed with care involving medication, including the collection of prescriptions unless they have the agreement of a line supervisor or manager and a risk assessment has been carried out and fully documented in the care plan.

When collecting prescriptions, staff should follow these guidelines:

* Wherever the possibility of an arrangement exists for the GP to automatically inform a pharmacist of a prescription and for that prescription to be delivered to a service user by the pharmacist, then this arrangement should be supported by staff in preference to collecting the prescription themselves.
* Where no such arrangement exists, staff should:
  + Ensure that both the GP and the pharmacy are informed of who will be collecting the prescription and that, in the case of repeat prescriptions, the appropriate forms have been completed and handed to the surgery.
  + Collect the prescription from the GP, following whatever prescription system is in place at the surgery and giving the surgery sufficient warning, as is required in the case of repeat prescriptions.
  + Take the prescription immediately to the pharmacy and follow whatever system is in place at the pharmacy.
  + Where necessary, produce proof of identity.
  + Transport the medication immediately to the service user’s home.
  + Show the medication to the service user or a relative and go through the prescription to ensure that it is correct.
  + Place the medication in a safe place, as agreed with the service user, relative, or other staff.

Where a member of staff has any queries about the prescription or collection of a prescription they should, with the service user’s permission, discuss the matter with the GP or pharmacist involved or with their line manager, and inform the manager.

# Related Policies

Autonomy and Independence

Care and Support Planning

Medication

Meeting Needs

# Related Guidance

NICE Guidance: Managing Medicines for adults receiving social care in the community:

[https://www.nice.org.uk/guidance/ng67](about:blank)

# Training Statement

All staff, during induction, are made aware of the organisation’s policies and procedures, all of which are used for training updates. All policies and procedures are reviewed and amended where necessary, and staff are made aware of any changes. Observations are undertaken to check skills and competencies. Various methods of training are used, including one to one, online, workbook, group meetings, and individual supervisions. External courses are sourced as required.

Date Reviewed: May 2023

Person responsible for updating this policy: **IFEYINWA ODOEMENAM**

Next Review Date: May 2024