

Section 6 - Transfer of Medicines Between Wards

The registered nurse/midwife in charge is responsible for the safe custody of all medicines in their ward or department and must be aware of the transfer of medicines to/from the ward/department.

All medicine transfers must be recorded. It is appropriate for this to be recorded in the nursing documentation that accompanies a transferred patient

1. Transfer of Medicines For Single Patient Use

- 1.1 Medicines which are for use by single patients e.g. inhalers, eye-drops, nasal sprays, non-stock medicines supplied for a named patient etc. should be transferred with that patient when they are transferred from one ward/department to another. This type of medicine transfer may take place at any time without contacting pharmacy. These items must have the patient's name on them. Pharmacy should be contacted for advice and direction if required
- 1.2 Medicines which have been brought into hospital by the patient, i.e. patient's own medicines should be transferred with that patient if moved from one ward to another. See Section 7 for further guidance on handling of patient's own medicines.
- 1.3 Responsibility for the safe keeping of the medicines during transfer lies with the member of staff carrying out the transfer

2. Transfer of Medicines (Other Than Controlled Drugs) When The Pharmacy is Open

- 2.1 Other than those medicines mentioned above there should be no transfer of medicines when pharmacy is open.

3. Transfer of Medicines (Other Than Controlled Drugs) When The Pharmacy is Closed

- 3.1 When the pharmacy is closed it may be necessary/appropriate to transfer medicines from one ward/department to another.
- 3.2 **Medicines must be retained in their original container and must not be decanted into another container.** The pneumatic tube **must not** be used for the transfer of medicines between wards.

SECTION 6 - TRANSFER OF MEDICINES BETWEEN WARDS

- 3.3 Where only a single dose is required, or in situations where the providing ward do not have sufficient stock to allow the requesting ward to have the original pack, the medicine must still be retained in its original container at all times. A registered nurse/midwife from the supplying ward will provide the requesting ward with an original container of the medicine. The requesting ward must return that container and the remaining stock to the providing ward as soon as the medicine has been administered to the patient.
- 3.4 It is required that a detailed and auditable record is maintained of all medicines borrowed or issued from the ward. It is the ward which supplies the medicine whose 'Medicine Borrowing Book' is completed. The white copy goes with the goods to the requesting ward, the yellow copy is sent to pharmacy and the bottom copy stays in the book. –
- 3.5 The ward receiving the medicine does **not** replace the borrowed medicines obtained from the providing ward.

4. Transfer of Controlled Drugs

- 4.1 When the Pharmacy is open Controlled Drugs must **not** be transferred between wards/departments.
- 4.2 If a controlled drug is required when pharmacy is closed the on-call pharmacist should be contacted via Switchboard for advice. The pharmacist will indicate how long it will take for a supply to be made. If, in the best interest of the patient, the time scale is too long then the pharmacist will advise on which other ward may hold stocks so that a supply of the medicine can be obtained as follows. Full packs cannot be transferred between wards only single doses.
- One registered nurse/midwife from the requesting unit must take the patient's medicine prescription form to the providing unit
 - A registered nurse/midwife from the providing unit and the registered nurse/midwife from the requesting unit will write one dose of the required medicine out of the providing unit's controlled drug register indicating the patient name and ward number.
 - The registered nurse/midwife from the providing unit must then accompany the registered nurse/midwife from the requesting unit to the patient and witness the administration of the medicine and record the administration on the patient's medicine prescription form.
- 4.3 The on-call pharmacist will confirm the need to provide further supplies for continuity of treatment. Details of any transfer must be reported to pharmacy when it next opens.

SECTION 6 - TRANSFER OF MEDICINES BETWEEN WARDS