

# NHS Greater Glasgow & Clyde Mental Health Services

## Procedure for Ordering and Reconciling PGD Medication

The following procedure has been developed to support the ordering and reconciliation of the medication needed for the three newly developed Patient Group Directions (PGDs) for the Mental Health Assessment Units and the Community Mental Health Acute Care Services:

1. Diazepam
2. Zopiclone
3. Promethazine

The PGD stock must be ordered using this procedure and stored in safe storage.

### Ordering procedure

1. Teams should only keep a minimal stock for PGDs, sufficient to meet the needs of their patients.
2. PGD stock must be ordered on a separate pharmacy requisition (indent) from other (non-desirable) medications
3. The indent should be sent or scanned and emailed to Leverndale hospital pharmacy for dispensing, the original indent should be sent to pharmacy marked 'sent by email' with the date and time, as soon as possible.
4. Pharmacy will dispense the required item(s) provided all the requirements on the indent are correct. If they are not, the team will be contacted to request that the indent be corrected.
5. Once dispensed, the medication will be sent to the team with the delivery note. A registered nurse must check the drugs received against this delivery note and the team copy of the original indent. If everything is correct, they should sign the 'Received by' section of the indent and delivery note and file them appropriately. If there are any discrepancies with the order, staff should contact pharmacy immediately.

### Reconciliation

1. If PGD stock is no longer required by a team, contact Leverndale pharmacy who will advise whether it can be reused elsewhere, returned to pharmacy or destroyed by a member of pharmacy staff in the presence of a registered nurse
2. All teams must reconcile ward stock for PGDs once a day by completing the attached Appendix 1, 'PGD Reconciliation Form'. These forms once completed should be kept by the team for 3 months and then discarded. The reconciliation process will involve two registered nurses (or 1 registrant and a suitable competent student nurse, accountability lies with the registrant) physically counting the stock and maintaining a running balance. Any discrepancies found must be reported to the Team Lead/Senior Charge Nurse and Lead Nurse as soon as possible. Out of hours the appropriate Response nurse / page holder should be contacted. A Datix report should be completed at ward level.
3. If any drugs are dropped or unusable for any reason, they should be recorded on the reconciliation form and then immediately destroyed. This must be witnessed by two members of registered staff.

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4. The Senior Charge Nurse should reconcile and check the 'PGD Reconciliation Form' on a weekly basis and ensure that correct procedures are being followed.
5. This procedure will be subject to regular audit and review.

Mental Health Safer Use of Medicines Group

August 2023

**NHS Greater Glasgow & Clyde  
 Mental Health Services  
 PGD Medication Reconciliation Form**

Appendix 1

**Medication .....**  
**(Name, strength and form. Use a separate sheet for each preparation)**

| Day | Date | Time | Quantity Received | Quantity Issued | Balance | CHI | Checked by SIGN | Checked by PRINT | Witnessed by SIGN | Witnessed by PRINT |
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