

Standard Operating Procedure

**Leamington Primary Care Network**

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**Standard Operating Procedure (SOP)**

**for Controlled drug storage and use in community patients during COVID-19 pandemic at Clarendon Lodge Medical Practice**

This standard operating procedure is intended to provide a guide

**Aim**

**To provide rapid and reactive palliative care in residential and nursing homes during the COVID-19 pandemic**

**-supply of controlled drugs to be kept on site for ease of access and administration**

**-this will be based on patch medication where possible, but may require additional subcutaneous administration of medication to ensure patients are comfortable and avoiding distress and agitation where possible**

**-basic patch medication to be issued in form of butec for analgesia and hyoscine for secretion reduction**

**-s/c midazolam, morphine and glycopyrronium will be available**

**-liquid paracetamol and oramorph will be available**

**Once patient is identified as needing palliation:**

**- if time allows issue a script as normal where possible.**

**-If time is of the essence, verbal instruction over the phone to 2 members of staff to apply patch medication with a script to be issued and sent EPS to usual pharmacy to cover for this.**

**-if no alternative available then staff to use controlled drug supply from on site.**

**Controlled drug use**

**-All controlled drugs will be stored in the controlled drug cupboard.**

**-Controlled drug cupboard is to be kept locked at all times with the key locked away separately at all times.**

**-If controlled drugs are to be issued and removed from the drug cupboard, this is to be witnessed and signed for by 2 separate members of staff in the controlled drug book.**

**-All drugs, doses and quantities to be documented as well as which patient is due to receive it ( identified by patient name, DOB and NHS number).**

**-All remaining doses to be documented each time.**

**-Patient specific directives to be printed out (from EMIS)and taken to patient bedside to record each medication issued, quantity/dose, time and then signed for.**

**-Any unused drugs are to be brought back to the surgery and disposed of appropriately with a witness to confirm amount and drug and then documented in the controlled drug book.**

**If there are questions or concerns to contact Sam Day (07894 041506), Alia Fahmy(07730506581), Becca Alsop or Ruth Gibbins.**

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