 BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI CLINICAL PRACTICE MANUAL	MEDICATION DISPENSING AFTER HOURS - EMERGENCY DEPARTMENTS, ADMISSIONS PLANNING UNIT– TAURANGA MENTAL HEALTH & ADDICTIONS SERVICES ACUTE INPATIENT WARDS – TAURANGA & WHAKATANE	Protocol CPM.M3.41
---	---	-------------------------------

PURPOSE

Occasionally patients from Emergency Departments (ED), Admission and Planning Unit (APU), Te Whare Maiangi (TWM) and Te Toki Maurere (TTM) will require a dose of their prescribed medication before community pharmacies open for business. This procedure enables medications to be dispensed for these patients while complying with relevant BOPDHB policy and legislative requirements.

In emergency situations, medical practitioner dispensing may be done from *any* area of the hospital, providing the standards below have been met.

STANDARDS TO BE MET

1. Dispensing of medications from the ED, APU, TWM and TTM will comply with BOPDHB policy 7.1.1 where only legally entitled dispensers may dispense medication. In the context of this procedure, only medical practitioners may dispense medication.
2. Dispensing in the ED, APU, TWM and TTM will be facilitated by the provision of pre-printed labels which specify the information required on medication packaging, and by the provision of appropriate containers to dispense the medication in.
3. Sufficient doses of the medication will be dispensed to ensure the patient can take the medication as prescribed until commercial pharmacies open for business. With an exception where a patient is on leave from TWM or TTM – supply must not exceed 7 days.
4. The ED, APU, TWM and TTM Dispensing Log Book will be retained as a record. When this book is full, it will be sent to Pharmacy for storage. (Policy 2.5.2)


5. Preparation

5.1 Obtain appropriate container: skilnet, envelope or plastic zip lock bag for tablets and capsules; bottle or oral syringe with secure cap for liquids.

6. Pre-Printed Label

- 6.1. For each medication, the medical practitioner completes a separate pre-printed label – refer to [Appendix A](#)
 - a) **Drug:** i.e. medication name
 - b) **Form:** tablet, liquid, etc.
 - c) **Strength:** mg per tablet, mg per mL
 - d) **Quantity:** how many tablets, how many mL
 - e) **Directions:** when to take the medication, extra information such as with food, before meals etc.
 - f) **Patient's name:** Either print the patient's name on the label or place an adhesive patient identity label on the container.
 - g) **Medical practitioner's name:**
 - h) **Dispensing date:**
 - i) **Number:** each time a drug is dispensed, it must receive a unique identifier recorded in the dispensing log book – refer to [Appendix B](#)

Issue Date: Feb 2021 Review Date: Feb 2024	Page 1 of 3 Version No: 5	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Pharmacy Manager	Authorised by: Medical Director	

 BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI CLINICAL PRACTICE MANUAL	MEDICATION DISPENSING AFTER HOURS - EMERGENCY DEPARTMENTS, ADMISSIONS PLANNING UNIT– TAURANGA MENTAL HEALTH & ADDICTIONS SERVICES ACUTE INPATIENT WARDS – TAURANGA & WHAKATANE	Protocol CPM.M3.41
---	---	-------------------------------

7. Medication Transfer

- 7.1. Medical practitioner transfers medication from ward supply to appropriate container.
Use separate containers for different medications.
- 7.2. Attach medication label (+/- patient identity labels) to appropriate container(s)

8. Recording

- 8.1. Dispensed medications need to be recorded in a log book: Information to be recorded: time and date, number, patient sticky label, name, strength, form, and quantity dispensed of drug.
- 8.2. Record medications dispensed on patient's medication prescription chart.
- 8.3. Record controlled / monitored medications in appropriate registers.


REFERENCES

- Medicines Act 1981
- Medicines Regulations 1984
- Misuse of Drugs Act 1975
- Misuse of Drugs Regulations 1977

ASSOCIATED DOCUMENTS

- [Bay of Plenty District Health Board policy 7.1.1 Medications, IV Fluids and Standing Orders](#)
- [Bay of Plenty District Health Board policy 2.5.2 protocol 5 Health Records Management – Retention and Destruction of Inactive Health Information](#)
- [Bay of Plenty District Health Board protocol CPM.M3.5 Medication - Administration](#)

Issue Date: Feb 2021 Review Date: Feb 2024	Page 2 of 3 Version No: 5	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Pharmacy Manager	Authorised by: Medical Director	

 BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI CLINICAL PRACTICE MANUAL	MEDICATION DISPENSING AFTER HOURS - EMERGENCY DEPARTMENTS, ADMISSIONS PLANNING UNIT– TAURANGA MENTAL HEALTH & ADDICTIONS SERVICES ACUTE INPATIENT WARDS – TAURANGA & WHAKATANE	Protocol CPM.M3.41
---	---	-------------------------------

Appendix A: Dispensing Label Example

Drug:	Form:
Strength:	Quantity:
Directions:	
Patient's Name:	
Medical Practitioner's Name:	
Dispensing Date:	Number:
	WARD NAME
	Tauranga Hospital

Appendix B: Generating a unique number for prescriptions

Please follow this format for assigning a 10-digit unique identifier:

XXXX	XX	XX	XX
Year	Month	Day	Item count

For example, on the 5th of October 2020, if 3 items are dispensed the unique numbers would be: 2020100501, 2020100502, 2020100503

If you dispensed another item, the following day (October 6th) the number would be 20201006001 (item number resets)

Issue Date: Feb 2021 Review Date: Feb 2024	Page 3 of 3 Version No: 5	NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.
Protocol Steward: Pharmacy Manager	Authorised by: Medical Director	