

Company Name:

Policy No: 04-3300	Authorised:	Date:
PRESCRIPTION & VERIFICATION OF MEDICINES		

This Policy defines the arrangements for the sourcing and logging in to the Home all medicines prescribed for children / young persons ("service users"):

1. The responsibility for prescribing all medicines for service users will be that of the service user's GP.
2. If the service user has concerns regarding the constituent ingredients of their medication due to their cultural or dietary values or beliefs (e.g. the use of gelatin in capsules), the prescribing GP must be made aware of this requirement.
3. All medicines required will be listed upon the appropriate Prescription Form and signed by the GP. Prescriptions will then be taken to the nominated Pharmacy by a senior staff member (*Alternative - the Pharmacist will collect prescriptions from the Home*).
4. A record will be kept at the Home by the Proprietor / Manager of all medicines ordered. This will be in the Medicines Ordered / Received Book.
5. Controlled Drugs will be recorded in a separate bound Controlled Drugs Ordered / Received Book, (Controlled Drugs Register). (*Refer to separate Policy No 3312 for the management and handling of Controlled Drugs within the Children's Home environment*)
6. When the prescriptions have been prepared the Pharmacist will contact the Home to arrange for them to be collected by a senior staff member. (*Alternative - the Pharmacist will deliver to the Home*).
7. Upon receipt at the Home, all drugs / medicines will be logged into the Medicines Ordered / Received Book, checking off against those originally ordered in 3. above. Controlled Drugs will be logged according to *Policy No 3312*.
8. All medicines MUST be kept in the containers in which they were originally supplied. Under no circumstances must the container label be altered or changed in any way. If a label becomes detached or illegible then the medicine must be referred back to the Pharmacist and if necessary the prescribing GP.

FORMS REFERENCES:

- Form No: 3-300 Authorised Signature Log for Drugs
Form No: 3-309 Confirmation of Verbal Instruction - *Orders given by Medical Practitioners*