Drug Storage, Supply and Administration Policy

Lighthouse General Practice

Shop12, 72 Pine Street

Wynnum QLD 4178

*DRUG STORAGE, SUPPLY & ADMINISTRATION POLICY IS OBTAINABLE BY ALL VIA THE LIGHTHOUSE GP WEBSITE*

DRUG STORAGE, SUPPLY & ADMINISTRATION POLICY

(EXTRACTED FROM LIGHTHOUSE GP’S POLICY & PROCEDURE MANUAL 2021 – REF 7.18)

Lighthouse General Practice Clinical Team ensures that medicines (including samples, vaccines and medical consumables) are acquired, stored, administered, supplied and disposed of in accordance with manufacturers’ directions and legislative requirements applicable to the state of Qld, where Lighthouse GP is located.

Lighthouse GP ensures that all Schedule 2,3 & 4 medications are stored, prescribed and administered in line with requirements of the Queensland Health Act 1937 and Health (Drugs and Poisons) Regulation1996.

Lighthouse GP does not keep any Schedule 8 drugs onsite.

In line with accreditation standards Lighthouse GP ensures that:

* Our patients are informed about the purpose, importance, benefits and risks of their medicines and are made aware of their own responsibility to comply with the recommended treatment plan.
* Our clinical team can access current information on medicines and review our prescribing patterns in accordance with best available evidence
* Our clinical team works towards maintaining a current and accurate medication list for our patients, especially those on multiple medications
* Our clinical team can demonstrate how we ensure other health providers to whom we refer or hand over our patients can access an accurate medicines list
* The use by date of all drugs is checked on a systemic basis
* We observe the principles of correct patient identification
* At time, Lighthouse GP will store patient’s medications on their behalf. All care is taken to guard the efficacy of these medications, but Lighthouse GP does not take responsibility for spoilage or loss and ensures the patient is aware of potential risk.

DRUG STORAGE, SUPPLY & ADMINISTRATION PROCEDURE

To reduce the risk of errors when prescribing or referring, GPs ensure patient medication lists are up-to-date. Prior to prescribing or changing treatment our GPs and other clinical staff clarify a patient’s current medicines list and known allergies. Single use medications are removed from patients’ records when they are no longer required. Care is taken with selecting the correct medication particularly when using ‘drop down’ boxes in electronic prescribing programs.

Lighthouse GP encourages reviewing the medicines list with the patient to provide an opportunity to assess the patient’s compliance with a medication regime and to identify the need for any further education/support.

Where appropriate, Gps provide patients with a copy of their medication list which is updated when their medicines are changed. It is useful to include all medicines (prescription and non-prescription medicines and complementary healthcare products, if known) on the medication list.

GPs make every attempt to be aware of the use of complementary medicines and the potential for side effects and drug interactions with conventional medicines, This is noted on letters of referral including those for hospital admissions.

All clinical staff ensure correct patient and patient record using three accepted patient identifiers, name, DOB, address & gender before administering any medications, or writing any prescriptions. When patients ask for a repeat of their medications without attending Lighthouse GP we first obtain three accepted patient identifiers. We also correctly identify patients when they come to collect their prescriptions by asking three identifiers of the person collecting or by faxing the script directly to the pharmacy where identity is established before dispensing.

We help out patients to understand the Medication purpose, options, benefits and risks. Where possible we use written material to support this.

Where patients cannot understand written language or where information is not available in the patient’s language, pictorial media or if appropriate, translators are used. It is particularly important that patients understand the difference between generic drugs and trade named drugs, so dosage problems are avoided.

Our clinical staff refer to the Therapeutic Guidelines and other references where appropriate. We also encourage the use of the Home Medications Reviews for eligible patients.

When storing medications owned by patients, Lighthouse GP takes all care to preserve efficacy of these medications but does not take responsibility for spoilage or loss. When accepting custody of patient’s medications, Lighthouse GP team members:

* Explain the potential risk to patients
* Mark the expiry date on the medication
* Store the medication in the supply room, alphabetised to the patient’s surname
* Monitor the medication towards expiry and notify the patient if expiry is due.

Consumer information about Lighthouse Gp’s prescribing policy is available to patients on the Lighthouse GP website and available on enquiry to the Lighthouse GP Administration Team.