



Review Sheet

Last Reviewed
01 May '20Last Amended
01 May '20Next Planned Review in 12 months, or
sooner as required.

Business impact



MEDIUM IMPACT

Changes are important, but urgent implementation is not
required, incorporate into your existing workflow.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

This policy details the requirements of care homes when disposing of service user medication. It has been reviewed and updated to reflect the CQC publication relating to the disposal of medication.

Relevant legislation:

- Care Quality Commission (Registration) Regulations 2009
- Medical Act 1983
- Medicines Act 1968
- The Human Medicines Regulations 2012
- Misuse of Drugs Act 1971
- The Misuse of Drugs (Safe Custody) Regulations 1973
- The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007

Underpinning
knowledge - What have
we used to ensure that
the policy is current:

- Author: NICE, (2014), *Managing medicines in care homes - Social care guideline [SC1]*. [Online] Available from: <https://www.nice.org.uk/guidance/sc1/chapter/1-Recommendations#receiving-storing-and-disposing-of-medicines> [Accessed: 1/5/2020]
- Author: NICE, (2018), *Decision-making and mental capacity - Guidelines NG108*. [Online] Available from: <https://www.nice.org.uk/guidance/ng108> [Accessed: 1/5/2020]
- Author: Royal Pharmaceutical society, (2018), *Professional guidance on the safe and secure handling of medicines*. [Online] Available from: <https://www.rpharms.com/recognition/setting-professional-standards/safe-and-secure-handling-of-medicines/professional-guidance-on-the-safe-and-secure-handling-of-medicines> [Accessed: 1/5/2020]
- Author: NICE, (2017), *Managing medicines for adults receiving social care in the community*. [Online] Available from: <https://www.nice.org.uk/guidance/ng67> [Accessed: 1/5/2020]
- Author: CQC, (2020), *Disposing of medicines*. [Online] Available from: <https://www.cqc.org.uk/guidance-providers/adult-social-care/disposing-medicines> [Accessed: 1/5/2020]

Suggested action:

- Encourage sharing the policy through the use of the QCS App



1. Purpose

1.1 To ensure that the staff at HWCGS Care (T/A Segal Gardens) are clear on the correct and safe way to dispose of medication. This policy should be read with the Overarching Medication Policy and Procedure and support any locally required policies and procedures.

1.2 To support HWCGS Care (T/A Segal Gardens) in meeting the following Key Lines of Enquiry:

Key Question	Key Lines of Enquiry
SAFE	S4: How does the provider ensure the proper and safe use of medicines?
WELL-LED	W4: How does the service continuously learn, improve, innovate and ensure sustainability?

1.3 To meet the legal requirements of the regulated activities that HWCGS Care (T/A Segal Gardens) is registered to provide:

- | Care Quality Commission (Registration) Regulations 2009
- | Medical Act 1983
- | Medicines Act 1968
- | The Human Medicines Regulations 2012
- | Misuse of Drugs Act 1971
- | The Misuse of Drugs (Safe Custody) Regulations 1973
- | The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007



2. Scope

2.1 The following roles may be affected by this policy:

- | Registered Manager
- | Other management
- | Care staff

2.2 The following Service Users may be affected by this policy:

- | Service Users

2.3 The following stakeholders may be affected by this policy:

- | Commissioners
- | External health professionals
- | Local Authority
- | NHS



3. Objectives

3.1 HWCGS Care (T/A Segal Gardens) promotes safe practice and the efficient management of medications and is committed to the minimisation and avoidance of unnecessary medicines waste.



4. Policy

4.1 HWCGS Care (T/A Segal Gardens) understands that medicines that have been prescribed for, and dispensed to individual Service Users, remain their property. Consent will be sought before medicines are disposed of and HWCGS Care (T/A Segal Gardens) will ensure that Care Workers are aware and follow the procedures for the safe disposal of medication that includes requirements for record keeping and safe storage.



5. Procedure

5.1 HWCGS Care (T/A Segal Gardens) is able to return medication to Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU as long as there is an appropriate arrangement in place for medication disposal that meets current regulatory requirements for waste management. Mr Damian Cummings Gillian Gilmore is responsible for ensuring that this is determined within the Service Level Agreement with Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU. All unused medications will be returned to Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU, covered by a written record of the returns on the form provided in this policy, with Care Worker signatures against each item.

Medicines for disposal must be stored securely in a tamper-proof container within a cupboard in a locked room until they are collected or taken to the pharmacy.

5.2 Medication no Longer Required

All medication no longer required must be returned to Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU with the following exceptions:

Local disposal in a yellow clinical waste bag:

- | Used medicated dressings patches (folded in half)
- | Emptied cream tubs/tubes
- | Empty inhalers or medicated aerosols
- | Equipment used to administer medication, e.g. droppers, plastic spoons and measuring pots to be placed in a yellow clinical waste bag

Other empty containers/bottles to be thoroughly rinsed out and placed in domestic waste.

Any queries relating to the correct way to dispose of medication must be discussed with the pharmacist.

5.3 When returning medication to Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU, the Registered Manager (this may be delegated) and the driver collecting the returns must sign and print their names. A duplicate copy is to be retained by HWCGS Care (T/A Segal Gardens).

Special arrangements apply to the management of controlled drugs within HWCGS Care (T/A Segal Gardens) and staff must refer to the policy on Controlled Drugs at HWCGS Care (T/A Segal Gardens).

However, as a minimum the following principles apply:

- | Separate unwanted or out-of-date controlled drugs from current stock. Store them in the controlled drugs cupboard
- | All medicines, including controlled drugs, must be promptly returned to a community pharmacy
- | Good practice involves two staff members recording entries in the controlled drugs register. This helps to verify that the register is accurate. Some pharmacists will sign the register to acknowledge receipt. This is not a legal requirement

5.4 Some medicines are classed as hazardous waste and Care Workers must ensure that waste medicines are segregated correctly. Advice must be obtained from the licensed waste carrier, then documented and followed. Staff must refer to the Clinical Waste Disposal Policy and Procedure.

5.5 Medication given to a Service User when leaving HWCGS Care (T/A Segal Gardens) must be counted with the amount recorded on the MAR which must be initialled and dated.

5.6 When required, "PRN" medications in bottles or packs must be checked for expiry dates and sent back to the pharmacist when out of date. Any out of date items must be re-ordered from the individual Service User's GP if still required.

5.7 It will be noted that unused medicines dispensed in a monitored dosage system must not be given to Service Users following 8 weeks after the dispensing date.

Likewise, many creams, ointments or liquids may have specific expiry dates. Staff must familiarise themselves with these in accordance with manufacturers' guidelines or on the advice of Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU.

5.8 Medication belonging to recently deceased Service Users must be kept for seven days before being returned to the pharmacist for disposal. This is in case the coroner's office, police or courts require them as evidence as part of any investigation into the death of the Service User.

5.9 Syringe Driver

If a Service User has a syringe driver running at the time of death, this can be taken down by either the GP at the time of death or by the community or district nurse, provided that:



HWCGS Care (T/A Segal Gardens)

436 Fleet Lane, Parr, St Helens, nr Liverpool, Merseyside, WA92NH

- | The Registered Manager or delegated other on duty acts as witness
- | The syringe driver is stopped by removing the battery
- | The syringe is removed from the device
- | The syringe is placed into a yellow rigid sharps bin complete with remaining contents and not filled over the marked line, with the contents of the syringes not discharged
- | A record is made on the care record of the Service User and in the controlled drugs book at HWCGS Care (T/A Segal Gardens) if the medication was a controlled drug
- | The date, time and amount of solution remaining in the syringe to be disposed of must be recorded and signed by the GP/community or district nurse, witnessed by the Registered Manager or senior member of staff on duty
- | Any unopened ampoules must be disposed of after seven days

5.10 Confidentiality

All pharmacy labels will be removed before containers/tubes are disposed of and labels shredded or the confidential text overwritten with a black marker.

5.11 Record Keeping

The following records must be made when returning medication to Allied Pharmacy, Unit 18, Bold Industrial Park, Neills road, ST Helens, WA9 4TU:

- | Date of disposal or return to pharmacy
- | Name and strength of medicine
- | Quantity removed
- | Person for whom medicines were prescribed or purchased
- | Signature of the member of staff who arranges disposal of the medicines
- | Signature of the person collecting the medicines for disposal



6. Definitions

6.1 Hazardous Waste

- | Waste is considered 'hazardous' under environmental legislation when it contains substances or has properties that might make it harmful to human health or the environment

6.2 Monitored Dosing System (MDS)

- | Monitored dosage systems are also known as blister packing. This is where medicines are placed in separate compartments or blister packs according to the time needed to take them. The time is clearly labelled on the packs and this ensures that the correct medication is taken at the correct time. This system allows the keeping of medicines in order and prevents any confusion about what tablets must be taken at a particular time



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | All staff with responsibility for medication administration must be aware of, and knowledgeable about, the method of returning unused/date expired drugs
- | Medication belongs to the Service User and consent must be obtained before it is returned to the pharmacy
- | Medication belonging to another Service User must never be used for someone else
- | HWCGS Care (T/A Segal Gardens) must keep records of medicines (including controlled drugs) that have been returned to the pharmacy



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- | If we support you with medication, we will ensure that we gain your consent before returning it to the pharmacist if it is no longer needed
- | Your medication will not be given to anyone else and belongs to you
- | If you have any queries relating to your medication, please speak to a member of staff



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

Policies

- | Controlled Drugs Policy and Procedure
- | Clinical Waste Disposal Policy and Procedure



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- | HWCGS Care (T/A Segal Gardens) is able to demonstrate that excess medicine is not wasted through careful ordering of medicines. This can be evidenced through medicine waste records
- | There are clear records and evidence of medicine waste returned to the pharmacy
- | There is evidence that Service Users are supported to self-manage their medication where they have been assessed as having the capacity to do so. Staff understand the Mental Capacity Act and can apply it in practice
- | Records surrounding medication return or refusal are extremely clear, well ordered and provide an efficient audit trail
- | The wide understanding of the policy is enabled by proactive use of the QCS App



Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Record of Medications Returned to Pharmacy - CM08	To log returns to pharmacy.	QCS

HWCBS Care (T/A Segal Gardens)
436 Fleet Lane, Parr, St Helens, nr Liverpool, Merseyside, WA92NH

**Use a separate sheet for returns to pharmacy and disposal to a registered waste contractor
The medications on this sheet have been (circle one) Returned to Pharmacy**

Date:	Item:
Quantity returned:	Service User medication is prescribed to: Reason for return:

Signature: Person withdrawing medication	2nd Signature: Witnessing withdrawal	Signature: (Sent to pharmacy)	Signature: (Received by pharmacy)

Date:	Item:
Quantity returned:	Service User medication is prescribed to: Reason for return:

Signature: Person withdrawing medication	2nd Signature: Witnessing withdrawal	Signature: (Sent to pharmacy)	Signature: (Received by pharmacy)

Date:	Item:
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