

4 RECEIPT OF MEDICINES PROCEDURES

4.1 Receipt of Medicines in Pharmacy

All medicines received into stock in the Pharmacy Departments must be recorded on the pharmacy computer system.

The receipt process involves the following checks:

- The physical condition of the packs supplied is checked, including the temperature at which they are delivered for medicines which are very temperature dependent eg fridge / freezer items
- The quantity supplied is checked
- The expiry dates are checked
- The product received is checked against the delivery note supplied with it to ensure that the supplier has correctly described what has been supplied
- The product is booked onto the pharmacy computer system which checks that the product supplied is the product that was ordered

Medicines received are placed into secure storage within the Pharmacy Department as per local procedures.

4.2 Receipt of Unlicensed Medicines into Pharmacy

Upon receipt, unlicensed medicines are put into bonded storage. Following the checks listed above, and a further check to ensure that the product received meets the original specification, the product is approved for release by a suitably trained and designated person. See individual Trust procedures for release.

4.3 Receipt of Home Delivered Medicines via the Pharmacy Homecare Service using a third party supplier.

- Patients receiving their medicines by Homecare should be asked to sign the delivery note supplied with their medicines.
- A copy of the signed Proof of Delivery (POD) delivery note is then sent to the Pharmacy Homecare Team in the Pharmacy Department along with the invoice by the homecare company (the supplier).
- It should be a condition of contract with a homecare company that no payments will be made for home delivered medicines unless a signed delivery note is received for them.

4.4 Receipt of medicines in clinical areas from Pharmacy

- A delivery note shall accompany each delivery of stock medicines. A registered healthcare member of staff receiving the order shall sign for sealed units.
- Discrepancies shall be notified to the supplying pharmacy department as soon as possible.
- Medicines should be unpacked as soon as possible after delivery and stored in the appropriate location, ensuring the stock is rotated to use the shortest dated stock first.
- Staff in receipt of drugs requiring refrigeration must ensure that they are placed immediately into the medicines fridge to maintain the cold chain.

For receipt of controlled drugs see local policy

