

## 8 TRANSPORTATION OF MEDICINES

When medicines are transported between Pharmacy and wards and departments, other healthcare organisations and patients homes, it should be carried out in such a manner that prevents loss or improper use.

The following procedures should apply:

### 8.1 Transportation to wards / depts and other healthcare organisations

- Medicines must be delivered in locked or sealed containers with the exception of supplies of bulk fluids
- Medication should only be handed to an authorised member of Trust staff wearing a valid Trust identity badge or to an authorised individual through contractual arrangements.
- Medication containers must not be left unattended during transit
- On arrival in the clinical area, the supply must be checked against the accompanying documentation/original order. Any discrepancy must be reported to Pharmacy immediately
- If there is any difficulty in handing over the medication, it must be returned to the Pharmacy informing them of the reasons
- Vaccines and other medicines sensitive to changes in temperature must be packed and transported in appropriate containers to maintain reduced temperature conditions when the medicine is going to be in transit between sites.
- For controlled drugs see **individual Trust policy**.
- For Pharmacy staff returning medicines from wards/departments to Pharmacy please refer to relevant Trust Pharmacy Standard Operating Procedures

### 8.2 Transportation between healthcare organisations or to a patient home via Taxi or other contracted transport services

- Medicines must be delivered in security sealed containers/packages and must bear a clear address. If the package is being delivered to a patient's home, the delivery address must have been confirmed with the patient or carer or, at LPT, recorded on the MARACIS system.
- Documentation must be completed detailing the number of packages and seal numbers and must be signed by the driver collecting the package. A copy should be retained by the Pharmacy
- Medication must only be handed to an authorised company employee ( taxi or other transport service) who should indicate the time frame within which the package will be delivered
- When medication is being delivered to a patients home, contact must be made with the recipient to verify that they are to expect a package to be delivered and to contact the ward/pharmacy once arrived if possible
- The driver must be given instruction as to what to do if nobody answers the door or if the address cannot be located. This will usually be to return the package to the despatching area. However, additional advice will need to be given if the unit of despatch is likely to be closed on their return
- For controlled drugs see **individual Trust policy**

### 8.3 Transportation between healthcare organisations or to a patient home via a member of Trust staff

- Medication must only be transported outside of the trust by members of Trust staff who are required to do so within the course of their duties.
- If an employee uses a private vehicle to do this, they must ensure they have appropriate insurance cover for use of the vehicle for business purpose. Individuals must check with their insurance company that they are covered as there are different levels of business insurance.
- Medication must be kept out of sight during transportation e.g. in a locked boot or glove compartment.
- Medicines must not be left in an unattended vehicle
- For controlled drugs see **individual Trust policy**

#### 8.3.1 Transport of medicines by voluntary drivers, relatives or representatives of the patient.

Voluntary drivers, relatives or representatives of the patient may collect medicines on behalf of a patient provided the Pharmacy has received prior notification of their impending arrival by the ward, day unit or department.