

Mental Health

EMERGENCY DRUG CUPBOARD LISTS & PROCEDURE FOR OUT OF HOURS ACCESS

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The site page holders/response nurses can be contacted via the following numbers

Glasgow 01412118300 and ask for the relevant site page-holder (nursing)

Dykebar 01418845122 and ask for the site response nurse

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Tablets and Capsules

DRUG	STRENGTH	FORM	LEV	GRH	STO	DYK	ROW
ACICLOVIR	400MG	TABS				1	
AMLODIPINE	5MG	TABS			1	1	
AMOXYCILLIN	250MG	CAPS	2	2	2	2	2
APIXABAN	2.5MG	TABS			1		
ATENOLOL	25MG	TABS				1	
BENDROFLUMETHAZIDE	2.5MG	TABS			1	1	
BISOPROLOL	2.5MG	TABS				1	
CARBAMAZEPINE	100MG	TABS			1		
CARBAMAZEPINE RETARD	200MG	TABS			1		
CHLORDIAZEPOXIDE	10MG	CAPS			1	1	
CHLORDIAZEPOXIDE	5MG	CAPS				1	
CHLORPHENAMINE	4MG	TABS	1	1	1	1	1
CHLORPROMAZINE	25MG	TABS			1		
CIPROFLOXACIN	250MG	TABS	2	2	2	2	2
CLARITHROMYCIN	250MG	TABS	2		1	1	1
CLOMIPRAMINE	25MG	CAPS			1		
CLONAZEPAM	500MCG	TABS			1		
CLOPIDOGREL	75MG	TABS	1	1	1	1	1
CLOZAPINE	25/100MG	TABS	See Appendix 1				
CO-AMOXICLAV	375MG	TABS	1	1	1	1	1
CO-AMOXICLAV	625MG	TABS	1		1	1	
CO-TRIMOXAZOLE	480	TABS			1	1	
CODEINE PHOSPHATE	30MG	TABS			1		
CREON	10,000IU	CAPS			1		
CYCLIZINE	50MG	TABS			1		
DIGOXIN	62.5MCG	TABS	1	1	1	1	1
DEXAMETHASONE	2MG	TABS	2	2	2	2	2
DIHYDROCODEINE	30MG	TABS	1		1	1	
DOXYCYCLINE	100MG	CAPS	1		1		
DOXYCYCLINE	100MG	DISP TABS	2			2	
EDOXABAN	15MG	TABS				1	
ERYTHROMYCIN	250MG	CAPS	1		1	1	
FLUCLOXACILLIN	250MG	CAPS	1	1	1	1	1
FLUCONAZOLE	50MG	CAPS				1	
FLUPENTIXOL	3MG	TABS			1		
FUROSEMIDE	20MG	TABS				1	
GABAPENTIN	100MG	CAPS				1	
GLICLAZIDE	80MG	TABS			1	1	
HYDROCORTISONE	10MG	TABS				1	
ISOSORBIDE MONONITRATE	10MG	TABS			1	1	
HYOSCINE	10MG	TABS				1	
LAMOTRIGINE	25MG	TABS			1	1	
LEVETIRACETAM	250MG	TABS			1		
LEVONELLE	1500MCG	TABS	1		1	1	
LEVOTHYROXINE	25MCG	TABS				1	
LINAGLIPTIN	5MG	TABS				1	
LISINAPRIL	5MG	TABS				1	
LOPERAMIDE	2MG	CAPS		1	1		

LEV = LEVERNDALE, GRH = GARTNAVEL ROYAL, STO = STOBHILL, DYK = DYKEBAR, ROW = ROWANBANK

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DRUG	STRENGTH	FORM	LEV	GRH	STO	DYK	ROW
MAGNESIUM GLYCEROPHOSPHATE (NEOMAG)	4MMOL	TABS	1		1		
METFORMIN	500MG	TABS			1	1	
METFORMIN	850MG	TABS				1	
METOCLOPERAMIDE	10MG	TABS				2	
METRONIDAZOLE	200MG	TABS	1	1	1	1	1
NITROFURANTOIN	50MG	TABS			1		
ONDANSETRON	8MG	TABS				1	
PAROXETINE	20MG	TABS				1	
PHOSPHATE SANDOZ		TABS		1			
PHENOXYMETHYL PENICILLIN	250MG	TABS	1	1	1	1	1
PHENOBARBITAL	30MG	TABS	1				
PHENYTOIN	50MG	CAPS			1		
PIVMECILLINAM	200MG	TABS			1	1	
PREDNISOLONE	5MG	TABS	1	1	1	1	1
PREDNISOLONE	20MG	TABS	1	1	1	1	1
PREGABALIN	25MG	CAPS	1				
PREGABALIN	100MG	CAPS	1				
PROCHLORPERAZINE	5MG	TABS			1		
PROMETHAZINE	25MG	TABS	1		1		
RAMIPRIL	2.5MG	TABS			1	1	
RIVAROXABAN	10MG	TABS				1	
SANDO K	*****	TABS			1		
SANDOCAL 1000	*****	TABS			1		
SODIUM VALPROATE EC	200MG	TABS			1		
SPIRONOLACTONE	25MG	TABS			1		
SUMATRIPTAN	50MG	TABS				1	
TICAGRELOR	60MG	TABS				1	
TOPIRAMATE	25MG	TABS			1		
TRIFLUOPERAZINE	1MG	TABS				1	
TRIMETHOPRIM	100MG	TABS	1	1	1	1	1
WARFARIN	1MG	TABS			1	1	
ZUCLOPENTHIXOL	2MG	TABS				1	

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LIQUIDS

DRUG	STRENGTH	FORM	LEV	GRH	STO	DYK	ROW
AMOXICILLIN	250MG/5ML	LIQUID	1	1	1	1	1
CHLORPROMAZINE	25MG/5ML	LIQUID	1		1		
CLARITHROMYCIN	250MG	LIQUID	1	1	1	1	1
ERYTHROMYCIN	250MG/5ML	LIQUID	1	1	1	1	1
FLUCLOXACILLIN	250MG/5ML	LIQUID	1	1	1	1	1
METOCLOPERAMIDE	5MG/5ML	LIQUID			1		
METRONIDAZOLE	200MG/5ML	LIQUID				2	
MIDAZOLAM (BUCCAL)	10MG/ML	LIQUID	1	1	1	1	
MORPHINE SULPHATE	10MG/5ML	LIQUID		1	1	1	
NYSTATIN SUSP	100,000IU/ ML	LIQUID	1	1	1	1	1
PHENOXYMETHYL PENICILLIN	250MG/5ML	LIQUID	1	1	1	1	1
SODIUM VALPROATE	200MG/5ML	LIQUID			1		
TRIMETHOPRIM	50MG/5ML	LIQUID	1	1	1	1	1

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INJECTIONS

DRUG	STRENGTH	FORM	LEV	GR H	STO	DYK	ROW
AMOXICILLIN	500MG	INJECTION				5	
ARIPIRAZOLE	7.5MG	INJECTION			5		
CLARITHROMYCIN	500MG	INJECTION				5	
CHLORPHENAMINE	10MG/ML	INJECTION	5	5	5	5	5
CYCLIZINE	50MG/ML	INJECTION			1		
DALTEPARIN	7500units	INJECTION			1		
DALTEPARIN	10,000units	INJECTION			1		
DALTEPARIN	12,500units	INJECTION			1		
DALTEPARIN	15,000units	INJECTION			1		
DALTEPARIN	18,000units	INJECTION			1		
DIAMORPHINE*	5MG	INJECTION		0	0	0	
ENOXAPARIN	20MG	INJECTION	10	10	10	10	10
ENOXAPARIN	40MG	INJECTION	10	10	10	10	10
ENOXAPARIN	100MG	INJECTION				10	10
ENOXAPARIN	150MG	INJECTION	10				
HYDROCORTISONE	100MG	INJECTION	5	5	5	5	5
HYOSCINE	400MCG	INJECTION	10				
HYOSCINE BUTYLBROMIDE	20MG/ML	INJECTION			10		
LEVETIRACETAM	500MG	INJECTION				10	
LEVOMEPRMAZINE	25MG/ML	INJECTION			10		
LIDOCAINE	1%	INJECTION			10	10	10
METOCLOPERAMIDE	10MG	INJECTION			10	10	10
MIDAZOLAM (CD)	10MG/2ML	INJECTION			10 (CD) Armadale		
MORPHINE SULPHATE	10MG	INJECTION			10 CD (ISLA)		
OLANZAPINE	10MG	INJECTION	5		5		3
PHYTOMENADIONE IV (Paediatric)	2MG	INJECTION		5	5		
PROCHLORPERAZINE	12.5MG	INJECTION	10		10		
PROCYCLIDINE	10MG	INJECTION	5	5	5	5	5
PROMETHAZINE	25mg/ml	INJECTION	1	1	1	1	1
SODIUM CHLORIDE	0.9%	INJECTION			10		
WATER FOR INJECTION	5ML	INJECTION	10	10	10	10	10
ZUCLOPENTIXOL ACETATE	100MG	INJECTION			5		5

* Unavailable due to long term manufacturing problem.

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INFUSIONS

DRUG	STRENGTH	FORM	LEV	GRH	STO	DYK	ROW
GLUCOSE	5%	I.V INF		10	2	20	2
GLUCOSE 5% & POT.CHL 0.3%	*****	I.V INF		2	2	20	2
SOD.CHL 0.9%	500ML	I.V INF		10	2	20	2
SOD.CHL 0.9%	100ML	I.V INF			6		
SOD.CHL 0.9% & POT.CHL 0.3%	*****	I.V INF	2	2	2	20	

SPECIALIST PARKINSONS DRUGS

DRUG	STRENGTH	FORM	LEV	GRH	STO	DYK	ROW
CO-CARELDOPA	50/12.5	TABLETS	1	1	1	1	1
CO-BENELDOPA	50/12.5	CAPSULES	1	1	1	1	1
CO-BENELDOPA	50/12.5	DISPERSIBLE TABLETS	1	1	1	1	1
PRAMIPEXOLE	180MCG	TABLETS	1	1	1	1	1
PRAMIPEXOLE MR	260MCG	TABLETS	1	1	1	1	1
ROTIGOTINE	2MG	PATCHES	1	1	1	1	1
ROTIGOTINE	4MG	PATCHES	1	1	1	1	1
ROTIGOTINE	8MG	PATCHES	1	1	1	1	1
ROPINIROLE	1MG	TABLETS	1	1	1	1	1
ROPINIROLE XL	2MG	TABLETS	1	1	1	1	1

FRIDGE ITEMS

DRUG	STRENGTH	LEV	GRH	STO	DYK	ROW
CHLORAMPHENICOL EYES DROPS	0.50%	2	2	2		2
GLUCAGON	*****		1	1	1	1
INSULIN HUMAN ACTRAPID 100IU	*****	1	1	1	1	1
INSULIN LANTUS	VIALS	1	1	1	1	1
HUMULIN M3	VIALS	1	1	1	1	1
PABRINEX IMHP	*****			10		
PHENELZINE	15MG TABS	1				
TETANUS & DIPHTHERIA P/F SYRINGE	0.5ML	2			2	

Note: fridge items at Stobhill are in Portree Ward

Methadone holding wards – South Ward, Dykebar; Rutherford, Gartnavel Royal, Nairn Stobhill

Suboxone and Pabrinex IVHP may be obtained via addictions at Eriskay house

Hepatitis C drugs are co-ordinated by the Hepatitis C pharmacy team at GGH. **It is essential that they do not miss doses of their therapy to avoid resistance, so we must ensure continuity of supply.** If the patient's own supply is not available during OOH/Weekends, supply should be coordinated via GGH staff on a Saturday morning (9-12). Outwith this time, drugs are available in the GGH emergency cupboard via the GGH co-ordinator and staff should arrange transport.

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CREAMS/OINTMENTS/MISC

DRUG	STRENGTH	FORM	LEV	GRH	STO	DYK	ROW
ACTIVATED CHARCOAL (CARBOMIX)	*****	MISC	1		1		
AQUASOL		100ML	5			10	
BECLOMETHASONE(CLENIL Modulite)	100MCG	MISC	1	1	1	1	3
BETAMETASONE EYE/EAR DROPS	*****	MISC			1		
CALCIUM RESONIUM	300GM	MISC	1			1	
CHLORAMPHENICOL EYE OINT.	1%	MISC			2	2	
CLOTRIMAZOLE	1%	MISC			1	1	
CLOTRIMAZOLE	500MG	PESSARY			1		
DIORALYTE SACHETS	*****	MISC		1	1		
EMERGENCY TRAY**						1	
FOSFOMYCIN	3G	SACHET			2		
GENTAMYCIN EAR DROPS	*****	MISC			1		
GLYCERYL TRINITRATE SPRAY	400MCG	MISC		1	2	2	2
HEDRIN	4%	Lotion			1		
HYPOSTOP		GEL			1	1	
INSTILLAGEL	2%	MISC		1	1		
MAGNASPARTATE		SACHETS			1		
OXYGEN CYLINDER	F					2	
PERMETHRIN (LYCLEAR)	30GM	CREAM			1		
SALBUTAMOL INH	100MCG	MISC	1	1	1	1	1
SPACER			1				
TIOTROPIUM INH	10MCG	MISC	1	1	1	1	1
BLANK ADDITIVE LABELS	*****	MISC					
SKILLETTS D75	*****	MISC					
TABLET BOTTLE 25ML	*****	MISC					
BLANK LABELS	*****	MISC					
CONSIGNMENT NOTE	*****	MISC	10	10	10	10	
ENVOPAK	*****	MISC	10	10	10	10	

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** For use at Dykebar only

**Standard operating procedure
Accessing Medication Out of Hours**

Emergency drug cupboards are a shared resource provided by pharmacy to allow in-patient wards access to a range of drugs they may need to obtain out with normal pharmacy hours but which they do not usually keep as ward stock. The procedure below describes how this operates.

If a ward requires an item(s) out of hours they do not have in stock they should take the following actions

1. Use patients own supply if appropriate
2. Attempt to obtain it from the emergency drug cupboard on their site via the locally agreed process. Then if that fails
3. Attempt to borrow it from another ward on their site. Then if that fails
4. The site page holder/response nurse should examine the service wide emergency drug cupboard list to determine if the required item(s) are held in another site's emergency cupboard. If they are they should then take the following actions:
 - Contact the page holder/response nurse for the site with the required item(s).
 - Explain the need and ask for the items to be made available.
 - The page holder/response nurse for the site with the required item will check the emergency cupboard to make sure the items are available and confirm that they will supply them to the unit that needs them.
 - On receipt of that confirmation the page holder/response nurse for the site that needs the items will arrange for a taxi to go the site that is lending them.
 - The page holder/response nurse for the site with the required item will then take the following steps:
 - Complete local documentation for removing an item from the emergency cupboard as per usual practice.
 - Place the item(s) into a grey plastic envopak (supply available in emergency cupboard) & seal up, write destination on outside of envopak.
 - Fill in consignment note (supply available in emergency cupboard) with date, time & exact address & post code for delivery.
 - Take sealed envopak & consignment note to appropriate reception area (each site will determine the precise location) for uplift by taxi
 - On uplift the taxi driver will be required to sign the consignment note and endorse with their taxi 'call number'. The white copy of the consignment note will be sent with the goods and the green copy sent to the pharmacy on or associated with the site.
 - On receipt of the package the receiving site nurse will sign the white copy of the consignment note and return it to pharmacy.
 - The receiving unit will confirm the successful delivery of the required items with the lending unit.
 - The contents of emergency cupboards will be checked up on a regular basis by local pharmacy technical services.
 - Where there are emergency stocks of controlled drugs within Emergency Cupboards, a CD order must be written by the ward requiring these items and it and a copy of the prescription sheet must be provided to the staff releasing stock from the emergency cupboard stock before any supply can be made.

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5. Saturday & Sunday 9am - 12noon obtain from the relevant Acute Sector dispensary as follows:

Dykebar, Leverndale, Blythswood House, Darnley Court & Rodgerpark – RAH Pharmacy (Saturday only)

Birdston, Orchards, Parkhead, Rowanbank, Waterloo, Gartnavel Royal, Netherton & Stobhill – GRI Pharmacy

Note: The ability of mental health wards to obtain medicines from Acute dispensaries on Saturday & Sunday mornings is at the discretion of the dispensary staff. **Only medicines deemed as genuinely necessary will be supplied i.e. this is not a service to compensate for poor stock management during the normal working week.** Mental Health wards must phone the dispensary first to discuss the need for any medicines required and will be responsible for arranging the transport to collect the required items.

6. Steps 1 – 5 must be undertaken by wards & services before contacting the mental pharmacy on call team via switchboard.

Appendix 1- Accessing clozapine out of hours from hospital emergency drug cupboards

Background

Leverndale Hospital pharmacy dispenses clozapine for all NHS GG&C inpatients and outpatients. Dispensing practice is governed by the licensing requirements for clozapine that link dispensing to valid full blood counts at defined intervals. Out of hours access is currently via the mental health on call pharmacy team for both inpatients and outpatients. This protocol describes a change **for hospital inpatients only**.

Protocol

The following exclusions apply:

- Titrations for newly registered patients
 - Supply for outpatients
 - Supply for pass or discharge
1. Each mental health hospital emergency drug cupboard will contain an out of hours clozapine pack consisting of
 - A copy of this protocol
 - 84 x 25mg clozapine tablets
 - 84 x 100mg clozapine tablets
 - Pre-printed blank labels
 - Appropriate containers into which the required quantity must be dispensed
 - Out of hours clozapine dispensing record forms
 2. Permission to access the clozapine emergency supply stock **must** be obtained from the mental health on call pharmacist, who can be contacted out of hours via switchboard. Before authorising the supply, the pharmacist will
 - Check and confirm the current blood result status
 - Identify the required dose
 - Determine if there has been a treatment break and advise accordingly
 - Ask other appropriate clinical questions to assure it is safe and appropriate to supply
 - Advise on the quantity of clozapine to be dispensed which will be determined on a case by case basis. This will be a quantity sufficient to last the patient until at least the next working day on which Leverndale Pharmacy can make a full supply.
 3. Once permission has been obtained the nursing duty page holder/response nurse will access the clozapine out of hours pack and dispense the quantity authorised by the on call pharmacist.
 4. A clozapine out of hours dispensing form (overleaf) will be completed, scanned and emailed to Leverndale Pharmacy: Leverndale.pharmacy@ggc.scot.nhs.uk.
 5. The clozapine out of hours pack will be replenished by routine pharmacy emergency cupboard stock processes.
 6. Compliance with this protocol will be audited every 6 months.

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Out of hours clozapine dispensing record form

Date: Location: Ward:

Patient name (PRINT:.....)

CHI number:.....

Frequency of blood test (circle) Weekly Fortnightly Monthly

Why is a supply required?

Date & outcome of last FBC:...../ GREEN AMBER RED (circle)

Patient's dose:.....

(If a re-titration attach a copy of the titration chart to this form)

Name of on call pharmacist contacted:.....

Quantity authorised for dispensing:

Number of 25mg tablets: x

Number of 100mg tablets: x

Page holder/response nurse (print name):.....

Signature:.....

Please email the completed form to Leverndale.pharmacy@ggc.scot.nhs.uk