



# Borrowing Medication for Inpatients from Community Pharmacies Procedure

## 1. Guiding Principles

As the Poisons Permit for WACHS South West is held by the Chief Pharmacist on behalf of WACHS-SW Pharmacy Department, it is imperative that medications are primarily distributed from the WACHS-SW Pharmacy Department.

This document provides guidance for the appropriate acquisition of critical medications from community pharmacies for patients that are inpatients of WACHS - South West facilities outside of Pharmacy hours.

Medications are to only be acquired utilising this process when the required medication:

- is not available on site. Refer to the relevant procedure for accessing medications after hours for Bunbury Hospital and Busselton Health Campus (see linked Related Policy Documents) **and**
- is considered 'critical' to the ongoing healthcare of the patient **and**
- cannot be sourced from patient own stock or brought to the facility by a family member or appropriate carer **and**
- cannot be obtained from the WACHS-SW Pharmacy Department in a timely manner **and**
- the required item is not a recordable medication (Schedule 4 Restricted [S4R] or Schedule 8 [S8] medication) **and**
- it is outside of Pharmacy hours.

## 2. Procedure

**Within district sites the borrowing of medications is only to be undertaken by the most senior nursing staff on duty or after-hours coordinators as available.**

**At Bunbury Hospital and Busselton Health Campus the borrowing of medications is only to be organised by the after-hours hospital co-ordinator.**

The following provides the stepwise approach to be followed when it is necessary to obtain medications for inpatients of WACHS South West facilities from community pharmacies. Once the medication has been reviewed and alternative options of supply have been exhausted (see above), the Nurse-In-Charge:

- 2.1 Refers to [Statewide Medicines Formulary \(SMF\) Formulary One platform](#) to ensure the required product is a formulary item. Then refer to [the Bunbury Hospital Pharmacy Department Product List](#) to check if the product is available within WACHS - South West (see additional information below if the medication is not a formulary item).

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- For additional information on the SMF and WACHS-SW Regional Formulary management please refer to the [WACHS-SW Regional Drug Formulary Management Procedure](#).
- 2.2 Contacts the community pharmacy to request to borrow the required medication stipulating the limitations on reimbursement (see additional information below).
- 2.3 Completes the relevant recording sheet – ‘Recording of Medications Borrowed Form Community Pharmacies’ (see [Appendix 1](#)). It is essential that this form is completed in full. The completed form should be acknowledged by the community pharmacy in the available column.
- 2.4 Arranges for a Registered Nurse, Registered Midwife, Enrolled Nurse or Medical Practitioner to personally collect the medication from the community pharmacy ensuring that the person collecting signs and prints their name to record receipt of the item. Alternatively, the community pharmacy can deliver the medication to the hospital with the Nurse-In-Charge receiving the medication. Ensure that community pharmacy acknowledges the information on the Recording Record.
- 2.5 The [‘Record of Medications Borrowed from Community Pharmacies’](#) form is then:
- **District Sites:** Faxed to WACHS-SW Pharmacy Department (Bunbury Hospital) (Fax: 9722 1023). The replacement of stock will be managed by the pharmacy and returned directly to the relevant community pharmacy.
  - **Busselton Health Campus:** Leave the completed form in the After Hours Medication Book within the Satellite Pharmacy Department (Busselton Health Campus). The replacement stock will be managed by the pharmacy and returned directly to the relevant community pharmacy.
  - **Bunbury Hospital:** Leave the completed form in the After Hours Medication Book within the Pharmacy Department (Bunbury Hospital). The replacement stock will be managed by the pharmacy and returned directly to the relevant community pharmacy.

### Relevant additional information:

- If the required medication is non-formulary and
  - Is being initiated: The prescriber is to be contacted to prescribe an alternative therapy that is on the SMF and available in WACHS South West.
  - Is being continued: The medication can be borrowed **if** the community pharmacy is willing to accept alternative stock of equal value as replacement.
- If the required medication is on the SMF and available in WACHS - South West but the brand that is kept differs from the brand stocked at the community pharmacy, it must be confirmed if the community pharmacy is willing to accept the brand that is kept at Bunbury Hospital Pharmacy department. If they are not this must be clearly documented on the Borrow record.

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- Recordable medications (including S4R and S8 medications) are not to be borrowed from community pharmacies. Should a S4R or S8 medication be required outside of pharmacy hours it is to be borrowed from the nearest WACHS-SW hospital that has supply available.

Under no circumstance is a district site to directly purchase medications from a community pharmacy.

Staff need to be aware that community pharmacies are under no obligation to lend stock to the hospital.

This process does not relate to the acquisition of regular medications for residential patients within Multipurpose facilities within WACHS - South West.

### 3. Definitions

<b>Critical Medication</b>	For the purpose of this document is a medication, listed under Schedule 2, 3 or 4 of the <a href="#">Standard for the Uniform Scheduling of Medicines and Poisons</a> , that if it is not sourced and administered in a timely manner will have a significant negative impact on the health care of the patient.
<b>Statewide Medicines Formulary</b>	The single list of approved medications for all WA Public Hospitals that are endorsed for use within WACHS - South West. To obtain information in relation to formulary versus non- formulary items please refer to WACHS-SW Regional Drug Formulary Management Procedure available on the Pharmacy intranet page.
<b>Poisons Act 2014</b>	An Act to regulate and control the possession; sale and use of poisons and other substances; to constitute a poisons advisory committee; and for incidental and other purposes
<b>Poisons Permit</b>	Licence that is granted by the Health Department of Western Australia that enables the holder to purchase drugs from various schedules whilst ensuring the compliance with all relevant areas of the <i>Poisons Act 2014</i> and Poisons Regulations 2016
<b>Poisons Regulations 2016</b>	A set of regulations that are used to interpret and implement the <i>Poisons Act 2014</i> .
<b>Schedule 4 Restricted</b>	Range of Schedule 4 medications that are liable to abuse and therefore require additional storage and recording requirements within public hospitals as defined by the WA Health <a href="#">Operational Directive OD 0528/14 storage and Recording of Restricted Schedule 4 Medicines</a> .

Printed or saved electronic copies of this policy document are considered uncontrolled.  
Always source the current version from [WACHS HealthPoint Policies](#).

<b>Schedule 8</b>	Poisons to which the restrictions recommended for drugs of dependence by the ‘1980 Royal Commission of Inquiry into Drugs’ are to apply. A drug register is required to monitor and record usage. The <a href="#">Poisons Act 2014</a> . (Perth, Western Australia Government) and <a href="#">Poisons Regulations 2016</a> . (Perth, Western Australia Government) provide clear instructions for nurses in relation to the administration of Schedule 8 medications
<b>Pharmacy Hours</b>	Monday to Friday 8am to 4:30pm (excluding public holidays)

## 4. Roles and Responsibilities

### Nursing Staff

Nursing staff are responsible for the appropriate handling of medications as described in this procedure and the completion of the associated documentation. They are responsible for faxing the ‘Record of Medications Borrowed From Community Pharmacies’ to the Bunbury Hospital Pharmacy department in a timely manner to ensure the replacement stock is organised for the community pharmacy by WACHS-SW Pharmacy.

### Pharmacy Staff

Pharmacy staff are responsible for ensuring timely replacement of stock to the community pharmacy upon receipt of the ‘Record of Medications Borrowed From Community Pharmacies’.

### All Staff

All staff are required to work within policies and guidelines to make sure that WACHS is a safe, equitable and positive place to be.

## 5. Compliance

Failure to comply with this procedure may constitute a breach of the WA Health Code of Conduct (Code). The Code is part of the [Employment Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (HSA) and is binding on all WACHS staff which for this purpose includes trainees, students, volunteers, researchers, contractors for service (including all visiting health professionals and agency staff) and persons delivering training or education within WACHS.

WACHS staff are reminded that compliance with all policies is mandatory.

## 6. Records Management

All WACHS corporate records must be stored in the approved Electronic Documents and Records Management System.

[Records Management Policy](#)

## 7. Evaluation

- Monitoring of compliance with this document is to be carried out by the Nurse Unit Managers/ Co-Ordinator of Nursing at a district site level and the Regional Chief Pharmacist at a pharmacy level.

## 8. Standards

[National Safety and Quality Health Service Standards: 4.1, 4.14.](#)

## 9. Legislation

- [Poisons Act 2014](#). (WA)
- [Poisons Regulations 2016](#). (WA)

## 10. References

- [Poisons Act 2014](#). (WA)
- [Poisons Regulations 2016](#). (WA)

## 11. Related Policy Documents

- [Accessing Medications from the WACH-SW Pharmacy, Located at Bunbury Hospital – Outside of Pharmacy Hours Procedure](#)
- [Accessing Medications from the Satellite Pharmacy Outside of Pharmacy Hours – Busselton Health Campus](#)

## 12. Policy Framework

[Clinical Governance, Safety and Quality](#)

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**Appendix 1 South West**

**RECORD OF MEDICATIONS BORROWED FROM COMMUNITY PHARMACIES**

Hospital : \_\_\_\_\_

Date	Patient name	Patient URMN	Medication borrowed Generic name, strength, form	Quantity borrowed	Brand Borrowed	Community Pharmacy Name & Address & Phone number	Nurse print and sign	Community Pharmacy acknowledgment of borrow
26/7/16	Joe Bloggs	L1234567	Telmisartan 40mg tablets	28	APO	Pharmacy 777 Bridgetown 127 Hampton Street, Bridgetown 9761 1004	R. Nurse	T. Pharmacist

**\*\*\*NOTE: The medication borrowed must not be a schedule 4 recordable or schedule 8 medication**

**District Sites:** Fax this form to WACHS South West Pharmacy located at Bunbury Hospital (9722 1023) who will organise replacement supply direct to the community pharmacy  
**Busselton Health Campus / Bunbury Hospital:** Leave the completed form in the After Hours Medication Book within the Pharmacy for Pharmacy staff to organise replacement stock to the community pharmacy.

\*\*Community pharmacy to be made aware that Pharmacy will replace items with the hospital stocked brand or may replace with alternative products of equal value \*\*