



Supply of Discharge Medications Procedure

1. Guiding Principles

The following information relates to the appropriate, safe and legal supply of medication to patients upon discharge from WACHS – Pilbara sites.

2. Procedure

2.1 General Considerations

Generally, patients requiring discharge medication should be provided with a prescription to fill at the local pharmacy.

This is not always practical, therefore discharge medications may be supplied from WACHS-Pilbara sites in circumstances where:

- There is a concern that delay in the commencement of treatment would be detrimental to patient care e.g. after hours and local pharmacy closed
- There is a concern that the patient would not fill a prescription and therefore would not receive the required treatment
- It is not practical for the patient or carer to visit the local pharmacy and there is a clinical need for the medication e.g. quarantine, accessibility issues.

The provision of discharge medications is at the discretion of the prescriber and assumes the role of authorised dispenser. A registered nurse (RN) may facilitate this process in preparing the medication, however the physical supply to patient must be actioned by the prescriber. RN's are **not** legally authorised to dispense medications unless acting within Department of Health SASA for Starter Packs as described in [Section 2.4](#).

Where a prescriber is reviewing the patient via video consult, the assisting RN is to prepare the label, package the medication and hand it to the patient within sight of the virtual prescriber. The prescriber remains responsible for the supply of the medicine and must undertake all the checks they would ordinarily to ensure the correct medicine is selected, correct labelling is applied, and appropriate records are made in accordance with this guideline.

The prescriber is responsible for ensuring that the provision of discharge medications does not leave the hospital with insufficient stock on hand to treat current and expected patients of the hospital until further stock can be sourced from Pharmacy.

Care must be taken to avoid creating a drug seeking environment. Additional consideration should be given to the supply of Schedule 8 (S8) or Schedule 4 Restricted (S4R) medications to avoid provision to drug dependent patients' or encourage reliance on the hospital as a supply mechanism for these drugs.

2.2 Providing Discharge Medication/s

- Discharge supplies must comply with the legal requirements for labelling and packaging described in the *WA Medicines and Poisons Act (2014)* and *Medicine and Poisons Regulations (2016)*:
 - discharge supplies must be packaged in an approved box or bottle and labelled appropriately using the pre-printed generic labels supplied
 - discharge medications **must not** be supplied in an envelope
 - if a medication is listed in [The Poisons Standard](#) (in Appendix K), Cautionary and Advisory label #1 must also be applied to inform the patient that the medication may cause drowsiness (refer to [Appendix 1](#) for a list of these medications and a picture of the label)
- The prescriber is responsible for ensuring the supplied medication is within expiry date. If blister strips are cut it must be done in such a way as to retain batch number and expiry information on the portion remaining at the hospital
- Discharge supplies should be limited to the quantity required to enable administration until a community pharmacy is open, or else to complete a short course e.g. antibiotics
- Medication related counselling is the responsibility of the prescriber and should be provided, either in person or virtually, at the time of discharge.

2.3 Recording and Reporting of Discharge Medications

- Any medications dispensed to a patient on discharge must be recorded in the patient's notes and on the patient's medication chart
- All medications dispensed upon discharge must also be recorded in the Medication Supply Register.
- The completed top (tear-away) copies of the register book are to be returned to the associated Pharmacy Department at the end of each month for review and archiving.

2.4 Providing a Starter Pack on Discharge

- The CEO of Health authorises RNs to dispense Starter Packs of approved medicines under certain conditions
- See the list of approved medications WA Country Health Service Nurses – Starter Packs SASA. These medications are pre-packaged and labelled by a Pharmacist.
- The RN must be satisfied that the patient has an acute medical condition requiring urgent treatment and there is no other person authorised under the *Medicines and Poisons Regulations 2016 (WA)* at the facility who could attend to the patient in person and supply the medication.
- The supply must be (at least) verbally authorised by a prescriber authorised under the *Medicines and Poisons Regulation 2016 (WA)*. Written authorisation is preferred particularly for S4R starter pack medications.
- The facility must be more than 25 kilometres away from the nearest open community pharmacy or another access issue whereby a script cannot be filled
- Provision of a starter pack is to be recorded as per [Section 2.3](#).

3. Definitions

Prescriber	An individual who is legally authorised to prescribe and dispense poisons as per the <i>Medicines and Poisons Act 2014</i> . It is the prescriber’s professional responsibility to ensure they are working within their scope of practice.
SASA	Structured Administration and Supply Arrangement – A written direction that authorises a health practitioner to administer or supply a medicine to any patient meeting the specified circumstances.
Dispense/Supply	In relation to medications the provision of a medication to a patient by a prescriber, appropriately labelled and packaged to take after discharge from the hospital.
Poisons Standard (SUSMP)	Legal title of the Standard for the Uniform Scheduling of Medicines and Poisons (SUSMP)
RN	Registered Nurse
Medical Record	The medical record containing clinical notes for the patients stay. This includes Digital Medical Record (DMR) via BOSSnet where scanning of documents such as prescription triplicates is required as well as paper notes for those sites without a DMR.

4. Roles and Responsibilities

All staff are required to administer and supply medications in line with legislative requirements.

All prescribers are required to prescribe and dispense medications in line with their AHPRA registration, credentialing and scope of practice, as well as the legislation and processes described in this procedure.

Nursing staff are responsible for ensuring they work within their scope of practice. General nursing staff are not legally authorised to dispense medications.

Emergency Department Staff are responsible for requesting resupply of dispensing packs (template labels, boxes, bottles and Cautionary and Advisory label #1) from the Pharmacy Department as required.

Pharmacy staff are responsible for:

- Supplying items required for Poisons Standard compliant dispensing including template labels, boxes, bottles and Cautionary and Advisory label #1.
- Reviewing medication supply registers to ensure all supplies are safe, legal and documented appropriately.

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 [Integrity Policy Framework](#) issued pursuant to section 26 of the [Health Services Act 2016](#) (WA) 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](#)

[Health Record Management Policy](#)

7. Evaluation

Monitoring of compliance with this document is to be carried out by the WACHS Pilbara Pharmacy Department using the following means or tools:

- Reconciliation of requests for dispensing packs (template labels and containers) with supplies recorded in the Medication Supply Register.
- Monthly review of medications supplied (per Medication Supply Register).

8. Standards

[National Safety and Quality Health Service Standards](#)

Clinical Governance Standard: 1.6

Medication Safety Standard: 4.1, 4.2, 4.3, 4.4, 4.11

9. Legislation

[Medicines and Poisons Act \(2014\)](#) (WA)

[Medicines and Poisons Regulations \(2016\)](#) (WA)

[Poisons Standard February 2022](#) (Commonwealth)

10. References

Australian Government [Internet] [Poisons Standard February 2022](#)

11. Related Forms

Nil.

12. Related Policy Documents

WACHS [Medication Administration Policy](#)

WACHS [High Risk Medication Policy](#)

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13. Related WA Health System Policies

[MP0131/20 High Risk Medication Policy](#)
[MP0139/20 Medicines Handling Policy](#)
[WA Department of Health Structured Administration and Supply Arrangements](#)
WA Schedule 8 Medicines Prescribing Code – Available from [Opioids, benzodiazepines and other Schedule 8 medicines](#)

14. Policy Framework

[Clinical Governance, Safety and Quality](#)

15. Appendices

Appendix 1: [Appendix K – Drugs required to be labelled with a sedation warning](#)
Appendix 2: [Flowchart – Supply of Discharge Medications from WACHS Pilbara Sites](#)

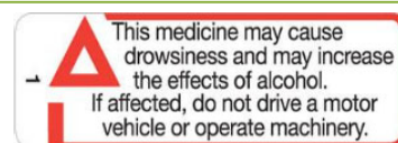
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Appendix 1: Appendix K – Drugs required to be labelled with a sedation warning (Cautionary & Advisory label 1 as pictured below)

ALIMEMAZINE	DULOXETINE	PERPHENAZINE
ALPRAZOLAM	ETHYLMORPHINE	PETHIDINE
AMISULPRIDE	FENFLURAMINE	PHENELZINE
AMITRITYLINE	FENTANYL	PHENIRAMINE
AMOBARBITAL	FLUNITRAZEPAM	PHENOBARBITAL
ARIPRAZOLE	FLUPENTHIXOL	PHENOPERIDINE
ASENAPINE	FLUPHENAZINE	PHENYLTOLOXAMINE
AZATADINE	FLURAZEPAM	PHOLCODINE
BACLOFEN	GABAPENTIN	PIMOZIDE
BENZATROPINE	GEMCITABINE	PIZOTIFEN
BREXPIRAZOLE	GLUTETHIMIDE	PRAZEPAM
BRIVARACETAM	GUANFACINE	PREGABALIN
BROMAZEPAM	HALOPERIDOL	PROCHLORPERAZINE
BROMPHENIRAMINE	HYDROCODONE	PROMAZINE
BUCLIZINE	HYDROMORPHONE	PROMETHAZINE
BUPRENORPHINE	HYDROXYZINE	PROTRIPTYLINE
BUTOBARBITAL	IMIPRAMINE	QUETIAPINE
CANNABIS <i>except</i> cannabidiol when included in Schedule 4 or Schedule 3	LAMOTRIGINE	RETIGABINE
CETIRIZINE	LEVETIRACETAM	RISANKIZUMAB
CHLORAL HYDRATE	LEVOCABASTINE	RISPERIDONE
CHLORDIAZEPOXIDE	LEVOCETIRIZINE	ROTIGOTINE
CHLORMETHIAZOLE	LORAZEPAM	RUFINAMIDE
CHLORPHENAMINE	LURASIDONE	RUPATADINE
CHLORPROMAZINE	MAZINDOL	SAFINAMIDE
CLEMASTINE	MEBHYDROLIN	SECBUTOBARBITAL
CLOMIPRAMINE	MECLOZINE	SECOBARBITAL
CLONAZEPAM	MEDAZEPAM	SELETRACETAM
CLONIDINE	MEPROBAMATE	SODIUM OXYBATE
CLORAZEPATE	MEPYRAMINE	STIRIPENTOL
CLOZAPINE	MERCAPTAMINE	SUVOREXANT
CODEINE	METHADONE	TAPENTADOL
CYCLIZINE	METHDILAZINE	TEMAZEPAM
CYCLOBARBITAL	METHOCARBAMOL	TETRAHYDROCANNABINOLS <i>except</i> cannabidiol when included in Schedule 4 or Schedule 3
CYCLOSERINE	METHYLPHENOBARBITAL	THENYLDIAMINE
CYPROHEPTADINE	MIANSERIN	THIETHYLPERAZINE
DANTROLENE	MIDAZOLAM	THIOPROPAZATE
DESIPRAMINE	MIRTAZAPINE	THIORIDAZINE
DEXCHLORPHENAMINE	MORPHINE	THIOTHIXENE
DEXTROMORAMIDE	NABIXIMOLS	TRAMADOL
DEXTROPROPOXYPHENE	NALBUPHINE	TRANLYCYPROMINE
DIAZEPAM	NITRAZEPAM	TRIFLUOPERAZINE
DIFENOXIN	NORMETHADONE	TRIMIPRAMINE
DIHYDROCODEINE	NORTRIPTYLINE	TRIPOLIDINE
DIMENHYDRINATE	OLANZAPINE	ZIPRASIDONE
DIMETHINDENE	OPIUM in any form <i>except</i> the alkaloids noscapine and papaverine	ZOLPIDEM
DIPHENHYDRAMINE	OXAZEPAM	ZONISAMIDE
DIPHENOXYLATE	OXYCODONE	ZOPICLONE
DIPHENYLPYRALINE	PALIPERIDONE	
DOSULEPIN	PAPAVERETUM	
DOXEPIN	PENTAZOCINE	
DOXYLAMINE	PENTOBARBITAL	
DRONABINOL	PERAMPANEL	
DROPERIDOL	PERICIAZINE	



Source: [The Poisons Standard](#)

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Appendix 2: Flowchart – Supply of Discharge Medications from WACHS Pilbara Sites

****This process does not cover changes to regular medications****
These must be reflected on a medication list and provided to the patient, carer and/or the community pharmacy for Webster pack patients. Consult your pharmacist for advice.

