



OHSI 13.7 Control of Medicines

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1.Purpose and Scope

To describe the procedure for ordering, stocking, prescribing, administering and disposal of medicines in an occupational health setting.

2.Definitions

Prescription only Medicine (POM) as defined under the Medicines Act [\(1\)](#)

3.Principles

Medicines will be provided in accordance with the statutory requirements as laid down in the Medicines Act [\(1\)](#) and Prescription Only Medicines (Human Use) Order [\(2\)](#)

Medicines will be administered in a safe and controlled manner, in accordance with recognised professional standards.

Medicines will be stored and disposed of in a safe and responsible manner.

4.Responsibilities

4.1. Employee

To provide to the occupational health adviser with information concerning their health needs, current use of medication and history of adverse reactions.

To use medicines responsibly and to keep them securely.

4.2. Occupational Health Nurse

4.2.1. Stock Medicines

Monitor stock levels and ensure that adequate supplies of stock list items are available.

Record the receipt, supply, wastage and disposal of medicines in a Stock Control Book. Details of the date of delivery, supplier, product, strength, quantity, expiry date, batch number and the manufacturer must be recorded.

Ensure that stock is stored in the appropriate conditions, rotated so that oldest stock is used first and out of date stock is disposed of by a responsible agency. Particular care must be taken to ensure that medicines have been maintained at the correct temperature during transport.

4.2.2. *Standing Orders*

Ensure that Prescription Only Medicines are administered in accordance with the written instructions, "Standing Orders", of a Registered Medical Practitioner.

Standing orders will include a list of the medicines, their name and form, that may be administered or supplied as part of an occupational health scheme by each named nurse. Appendix 1.

Members of the nursing staff must adhere to their Professional Code of Conduct (3) and follow the guidelines for the administration of medicines (4) when agreeing to take on Standing Order responsibilities.

It is the individual nurse's responsibility to familiarise themselves with medicines in the stock list by reading the patient information and relevant entries in the British National Formulary BNF(5). They must ensure that their Standing Orders are valid at the time of the administration of a POM. Working copies of completed Standing Orders, for staff undertaking these responsibilities, will be kept. An up-to-date copy of the BNF (or online equivalent) will be available as a source of reference.

4.2.3. *Administration and Advice*

To make a record of medicines administered on the relevant record sheet showing the name of medication, dosage, date and time given and the batch number.

To ensure that patients are advised of possible side effects associated with the medication issued and advised of the correct steps to take should side-effects occur.

To take suitable precautions when carrying out procedures with a risk of anaphylaxis (8).

4.3. Occupational Health Physician

To sign Standing Orders authorising nursing staff to administer POM's and to maintain a stock list of medicines, their generic name, form, dosage and intended use.

If the occupational health department is a designated yellow fever vaccination centre, act as "registered medical practitioner in charge" and ensure compliance with Department of Health requirements.

5. Audit Criteria

Do nursing staff required to administer POM's have current and authorised Standing Orders?

Is all stock recorded and stored in accordance with these instructions?

Is a copy of the British National Formulary available and issue dated within a year or access to BNF online?

Are administered medicines recorded as described by these instructions?

6. References

1. The Medicines Act 1968. HMSO: London, Reprinted 1996.
2. The Prescription Only Medicines (Human Use) Order 1997, SI 1997/1830, HMSO: London. Schedule 5 Parts II and III (5)
3. The Code: standards for conduct, performance and ethics. Nursing and Midwifery Council. <https://www.nmc.org.uk/standards/code/>

4. Standards for medicine management - links to guidance. Nursing and Midwifery Council. <https://www.nmc.org.uk/standards/standards-for-post-registration/standards-for-medicines-management/>
5. Medicines Management. Royal College of Nursing. <https://www.rcn.org.uk/clinical-topics/medicines-management>
6. British National Formulary. British Medical Association/Royal Pharmaceutical Society of Great Britain: London. <http://www.bnf.org.uk>
7. Immunisation against infectious disease (Green Book) <https://www.gov.uk/government/collections/immunisation-against-infectious-disease-the-green-book>
8. OHS Instructions: OHSI 11 – Anaphylaxis

9.Revision History

Author	Issue	Date	Reason for revision	Review by
David Shackleton	1	October 2006	First Issue	September 2009
David Shackleton	2	October 2008	Revised references	September 2011
David Shackleton	3	Sept 2009	Revised references, updated HB vaccination	September 2011
David Shackleton	4	Jan 2010	Inclusion of Ixiaro and Verorab	Jan 2012
David Shackleton	5	May 2014	Revised references and appendices	May 2017
David Shackleton	6	July 2016	Revised appendices	July 2019
David Shackleton	7	September 2020	Revised references	September 2023

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Appendix 1. Standing Orders

This document authorises the nurse named below working in the Occupational Health Department to undertake treatments involving the use of Prescription Only Medicines detailed in the Stock List and to provide limited quantities of medicines for use by company employees travelling abroad (travel packs). The nurse must be familiar with the Prescription Only Medicines and indications for their use and take care to follow the UKCC Professional Code of Conduct. Signing this document indicates agreement with the above. This document is valid for 12 months from the date of signing.

Generic Name (proprietary name)	Form

The nurse who is authorised and willing to undertake treatments involving the use of Prescription Only Medications should indicate his / her willingness and agreement to do so by signing this document.

NAME _____ QUALIFICATIONS _____ DATE _____ SIGNATURE _____

The Doctor giving authorisation to these Standing Orders is:-

NAME _____ QUALIFICATIONS _____ DATE _____ SIGNATURE _____