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| **Huron Perth Healthcare Alliance** |
| **1. Clinical Policies and Procedures** | Original Issue Date:  | March 24, 2016 |
| **Medication – Nursing Dispensing Medications to Registered Patients**  | Review/Effective Date:  | March 03, 2017 |
| **Approved By: VP, Quality & Clinical Services** | Next Review Date:  | March 03, 2019 |

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| **Policy:**

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| When a registered patient is going on an unplanned leave of absence where pharmacy is not able to dispense the leave of absence medication, or when community pharmacies are closed, or when a patient is unable to pay for medication, Nurses may dispense a supply of medication that is adequate for the duration of the leave or until the patient can have a prescription filled at a community pharmacy. Supply of medications will generally be limited to a duration of less than or equal to 72 hours.  |
| **Definition:**Dispensing:A controlled act that requires a Nurse to use knowledge, skill and judgement to select, prepare and transfer stock medications for one or more prescribed medication doses to a client or the client's representative for administration at a later time.Dispensing is NOT:Repackaging a medication that was already dispensedAdministration of a medicationDrug Identification Number (DIN): an eight digit computer generated number issued by Health Canada for all medications authorized for marketing in Canada. It uniquely identifies all drug products sold in a dosage form in Canada and is located on the label of prescription and over-the-counter drug products that have been evaluated and authorized for sale in Canada.**Purpose:*** To define nurses' responsibilities and expectations related to medication dispensing practices
* To ensure that medication therapy is not unnecessarily delayed
* To ensure appropriate use of hospital resources
* To ensure that medications are dispensed in adherence to legislative/college requirements and appropriate standards of practice

**Educational requirements:**1. Review ‘Medication – Nursing Dispensing Medications to Registered Patients policy2. Review of CNO Medication Administration Standard3. Completion of ‘Medication – Nursing Dispensing Medications to Registered Patients' e-learning module4. Knowledge of drugs to be dispensedAll of the following 3 conditions must be met for a nurse to dispense at HPHA:1. Complete physician prescription (Prescription - Dispensing by Nurse Form) for the following situational circumstances (only):a. Leave of Absence or pass order for inpatient unit when pharmacy services are not available to dispenseb. Specific medications for patients being discharged from the hospital to provide minimal essential medication dose(s) until patient can obtain medication from his/her community pharmacy.2. Medications are obtained from available wardstock, patient specific supply or obtained from an automated dispensing cabinet, and dispensed to the patient for self-administration at a later time.3. The nurse considered the known risk and benefits, and the patient's condition warrants dispensing of the medication(s) to the patient.The decision for dispensing by nurse will based on the following factors:* Determining the complexity of the patient's condition
* Range and type of medications to be dispensed
* Knowledge required to dispense

**NOTE –** Discharge prescriptions are NOT for Nurse Dispensing, but intended for dispensing by community pharmacists post discharge..  |
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| **Procedure – Nurse Dispensing Medication to Registered Inpatients** | **Rationale** |
| To dispense a medication a nurse must obtain a complete prescription from an authorized prescriber that includes all the following information:* Patient name
* Date
* Medication Name
* Dose and unit of measure
* Route of administration
* Frequency
* Quantity to dispense
* Prescriber's name, signature and designation
* Purpose for the medication

**Note: an order to administer a medication does not meet the legislative requirements to dispense a medication to patient for administration at a later time****Note: A verbal order that complies with hospital policy is acceptable.** | Requirements from CNOTo meet legislative requirements.  |
| The prescriber will use the prescription form provided. (Appendix A).  | For standardization.To meet legislative requirements. |
| The nurse will label all medications dispensed in accordance with required standards and will include the following:* Name, Address and Telephone number of the hospital
* Name of the patient
* Name, strength, dosage form
* Quantity of the drug
* Expiry date of the medication
* Instructions for use in lay terms, including the route of administration and duration when applicable
* Prescriber's name and designation
* Date of dispensing
* Drug Identification Number (DIN), if available
 | Requirements from CNOTo meet legislative requirements. |
| Child proof containers, zip-lock bags and pre-printed labels will be located on all patient care units.  | Needed for storage of medication – child proof containers must be used whenever possible.Pre-printed labels supplied by pharmacy; all other supplies available through material management. |
| The nurse will document any relevant information on the prescription.  | For optimal patient care. |
| The duplicate prescription will be placed in the patient's chart.  | For hospital records. |
| When a nurse dispenses a supply of medication, she/he will make a photocopy of the original prescription and it will be filed in the Prescription – Dispensing By Nurse Record binder which is stored on each nursing unit. The binder will be stored in a designated area that will be determined by nursing unit leadership. When binder is full the nursing unit will contact pharmacy to retrieve the records for long term storage. | For hospital records.To ensure easily accessible audit of medications dispensed by nursing staff as per legislative requirements.  |
| This prescription record must be retained for 10 years as a record of dispensing. | As per OCP standards of retention.To meet legislative requirements. |

**Equipment****Pre-printed labels, zip-lock bag or child proof container for dispensing.****Meditech Form – ‘HPHA Prescription – Dispensing By Nurse' – Form# PH0001****References****1) Dispensing of Medication, Practice Standard: Medication, College of Nurses of Ontario, 2015.** **2) Ontario College of Pharmacist Record Retention, Disclosure and Disposal Guideline, September 2012.****3) Ontario College of Pharmacist Assessment Criteria, version 3.5.1, February 2015****4) College of Physicians & Surgeons of Ontario, Policy Statement, Dispensing Drugs, May 2010**  |

