

## **Section 22 - Members of Staff Who Require, or seek, Medication While at Work**

- 1 Members of staff who become ill at work must report to their manager.
- 2 Staff are not permitted to take medicines that have been supplied to wards and departments for their own personal use, or for use by their friends and family. This is theft and as such, the member of staff could be liable for prosecution and dismissal.
- 3 Authorised prescribers, including registered doctors, dentists and non-medical prescribers, may not self prescribe.
- 4 Ward/departmental managers are reminded that they are responsible for the drugs stored on that ward and are therefore obliged to ensure that the intentions of any member of staff requiring access to drugs are honest. Responsibility for drugs is delegated to the registered nurse/midwife/ODP in charge of a ward or department in the absence of the ward/department manager.

### **5 Members of Staff Who Forget to Bring Regular Medication to Work**

- 5.1 When the pharmacy department is open, a member of staff who forgets to bring their own supply of medication may request one dose only from the pharmacy department. A legal prescription is required to allow this single dose to be dispensed from pharmacy. Any pharmacist who doubts the validity of the request may ask the enquirer to be accompanied by a member of the medical staff to authorise a dose in person in accordance with pharmacy departmental procedures.
- 5.2 There is no facility to supply drugs to members of staff on regular medication when the Pharmacy Department is closed.

### **6 Prescriptions For Members Of Staff**

- 6.1 Pharmacy will only dispense prescriptions for a member of staff if that member of staff is a registered patient of the hospital and is being treated as an inpatient, an outpatient or within the Accident & Emergency Department.
- 6.2 The pharmacy department does not have the facility to sell drugs with a “P” classification under the Medicines Act.

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**7 Prescriptions For Relatives Of Members Of Staff**

- 7.1 Authorised prescribers, including registered doctors, dentists and non-medical prescribers may not write prescriptions for family or friends.
- 7.2 The Pharmacy Department will not dispense prescriptions for relatives of members of staff unless the family member is a registered patient of the Hospital and the prescription has been written by an appropriate authorised prescriber.