



Borrowing Medication for Inpatients from Community Pharmacies Procedure

1. Purpose

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-SW facilities outside of Pharmacy hours.

Medications are to only be acquired utilising this process when the required medication meets **all** the following criteria:

- 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 WACHS Policy](#))
- is considered 'critical' to the ongoing healthcare of the patient
- cannot be sourced from patient own stock or brought to the facility by a family member or appropriate carer
- cannot be obtained from the WACHS-SW Pharmacy Department in a timely manner
- the required item is not a recordable medication (Schedule 4 Restricted [S4R] or Schedule 8 [S8] medication)
- 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-SW facilities from community pharmacies. Once the medication has been reviewed and alternative options of supply have been exhausted (see above), the Nurse-In-Charge:

- Refers to [Statewide Medicines Formulary \(SMF\) Formulary One platform](#) to ensure the required product is a formulary item. Then refer to iPharmacy to check if the product is available within WACHS-SW (see additional information below if the medication is not a formulary item).
 - For additional information on the SMF and WACHS-SW Regional Formulary management please refer to the WA Health Mandatory Policy MP 0077/18 Statewide Medicines Formulary Policy.
- Contacts the community pharmacy to request to borrow the required medication stipulating the limitations on reimbursement (see [additional information below](#)).
- Completes the relevant recording sheet – 'Recording of Medications Borrowed from Community Pharmacies' (see [Appendix A](#)). It is essential that this form is completed in

full. The completed form should be acknowledged by the community pharmacy in the available column.

- Arranges for collection by an authorised person or unregulated health care workers where their job description form (JDF) includes the transport of supplies including pharmaceuticals, 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.
- 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 or not being prescribed in line with formulary restrictions and
 - is being initiated: The prescriber is to be contacted to prescribe an alternative therapy that is on the SMF and available in WACHS-SW.
 - is a regular medicine for the patient which 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-SW 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.
- 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-SW.

3. Roles and Responsibilities

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

4. Monitoring and Evaluation

4.1 Monitoring

Managers of clinical areas, health sites and services are responsible for monitoring compliance with this procedure.

Any variance from this procedure should be under the guidance of the Regional Chief Pharmacist. Any feedback from NUMs reporting issues experienced by staff with compliance to this procedure are to be reported to the Regional Chief Pharmacist.

4.2 Evaluation

Adverse events and clinical incidents relating to the prescribing and administration of medicines, including inability to access medications, are to be reported and managed as per the WACHS Medication Prescribing and Administration Policy.

This procedure will be reviewed as required to determine effectiveness, relevance and currency. At a minimum it will be reviewed every five years by the WACHS South West Pharmacy Department and WACHS SW Medication Safety Committee.

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](#) 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 and procedures is mandatory.

6. References

Medicines and Poisons Act 2014 (WA)

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

7. Definitions

Term	Definition
Authorised person	Authorised person is a person authorised to possess, administer, prescribe or supply as defined within the Medicines and Poisons Regulations 2016. In the case of Anaesthetic technicians, they may possess and administer Schedule 4 and Schedule 8 medications if required within their JDF under the direction of a medical practitioner.
Critical Medication	For the purpose of this document is a medication, listed under Schedule 2, 3 or 4 of the Standard for the Uniform Scheduling of Medicines and Poisons , 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.
Statewide Medicines Formulary	The single list of approved medications for all WA Public Hospitals that are endorsed for use within WACHS-SW.
<i>Medicines and Poisons Act 2014</i>	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
Medicines and Poisons Act Permit	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 Medicines and Poisons Act 2014 (WA) and Medicines and Poisons Regulations 2016 (WA).
<i>Medicines and Poisons Regulations 2016</i>	A set of regulations that are used to interpret and implement the Medicines and Poisons Act 2014 .
Schedule 4 Restricted Medication	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 MP 139/20 Medicines Handling Policy .
Schedule 8 Medication	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 Medicines and Poisons Act 2014 (WA) and Medicines and Poisons Regulations 2016 (WA) provide clear instructions for nurses in relation to the administration of Schedule 8 medications
Pharmacy Hours	Monday to Friday 8am to 4:30pm (excluding public holidays)

8. Document Summary

Coverage	WACHS South West
Audience	WACHS-SW Nursing staff.
Records Management	Non Clinical: Corporate Recordkeeping Compliance Policy Clinical: Health Record Management Policy
Related Legislation	Medicines and Poisons Act 2014 (WA) Medicines and Poisons Regulations 2016 (WA)
Related Mandatory Policies / Frameworks	<ul style="list-style-type: none"> • MP 139/20 Medicines Handling Policy • Clinical Governance, Safety and Quality Framework
Related WACHS Policy Documents	<ul style="list-style-type: none"> • 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 • Medication Handling and Accountability Policy • Medication Prescribing and Administration Policy
Other Related Documents	<ul style="list-style-type: none"> • Standard for the Uniform Scheduling of Medicines and Poisons • Statewide Medicines Formulary (SMF) Formulary One platform
Related Forms	<ul style="list-style-type: none"> • Record of Medications Borrowed from Community Pharmacies
Related Training Packages	Nil
Aboriginal Health Impact Statement Declaration (ISD)	ISD Record ID: 3483
National Safety and Quality Health Service (NSQHS) Standards	4.1, 4.14.
Aged Care Quality Standards	Nil
Chief Psychiatrist's Standards for Clinical Care	Nil

9. Document Control

Version	Published date	Current from	Summary of changes
4.00	04 September 2024	04 September 2024	<ul style="list-style-type: none"> links updated and references to rescinded documents removed.

10. Approval

Policy Owner	Executive Director South West
Co-approver	Executive Director Clinical Excellence Executive Director Nursing and Midwifery
Contact	WACHS-SW Regional Chief Pharmacist
Business Unit	Medical Services
EDRMS #	ED-CO-13-127736
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This document can be made available in alternative formats on request.

Appendix A: 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****