



Review Sheet



Last Reviewed
19 Apr '24



Last Amended
19 Apr '24



Next Planned Review in 12 months, or
sooner as required.

Business impact



Minimal action required circulate information amongst relevant parties.

Reason for this review

Scheduled review

Were changes made?

Yes

Summary:

This Safe Disposal of Medication Policy and Procedure provides guidance and support on the measures and requirements in place at Medcom Personnel Ltd. It has been reviewed with minor word changes, additional section detailing Governance. Underpinning knowledge and further reading reference links have also been checked and updated.

Relevant legislation:

- Care Quality Commission (Registration) Regulations 2009
- Medical Act 1983
- Medicines Act 1968
- The Human Medicines Regulations 2012
- Misuse of Drugs Act 1971
- The Misuse of Drugs (Safe Custody) Regulations 1973
- The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007
- UK GDPR

Underpinning knowledge - What have we used to ensure that the policy is current:

- Author: National Institute for Health and Care Excellence, (2018), *Medicines management for people receiving social care in the community (Quality Standard QS171)*. [Online] Available from: <https://www.nice.org.uk/guidance/qs171> [Accessed: 19/4/2024]
- Author: Care Quality Commission, (2022), *Managing medicines: home care providers*. [Online] Available from: <https://www.cqc.org.uk/guidance-providers/adult-social-care/ordering-transporting-storing-disposing-medicines-home-care> [Accessed: 19/4/2024]
- Author: National Institute for Health and Care Excellence, (2017), *Managing medicines for adults receiving social care in the community - NICE Guideline [NG67]*. [Online] Available from: <https://www.nice.org.uk/guidance/ng67> [Accessed: 19/4/2024]
- Author: National Institute of Health and Care Excellence, (2018), *Decision-making and mental capacity - Guideline NG108*. [Online] Available from: <https://www.nice.org.uk/guidance/ng108> [Accessed: 19/4/2024]

Suggested action:

- Encourage sharing the policy through the use of the QCS App

Equality Impact Assessment:

QCS have undertaken an equality analysis during the review of this policy. This statement is a written record that demonstrates that we have shown due regard to the need to eliminate unlawful discrimination, advance equality of opportunity and foster good relations with respect to the characteristics protected by equality law.



1. Purpose

1.1 To ensure that the staff at Medcom Personnel Ltd are clear on the correct and safe way to dispose of unused or expired medication.

1.2 This policy should be read with the Overarching Medication Policy and Procedure.

1.3 To support Medcom Personnel Ltd in meeting the following Key Lines of Enquiry/Quality Statements (New):

Key Question	Key Lines of Enquiry	Quality Statements (New)
SAFE	S4: How does the provider ensure the proper and safe use of medicines?	QSS8: Medicines optimisation
WELL-LED	W4: How does the service continuously learn, improve, innovate and ensure sustainability?	QSW7: Learning, improvement and innovation
WELL-LED	W5: How does the service work in partnership with other agencies?	QSW6: Partnerships and communities

1.4 To meet the legal requirements of the regulated activities that Medcom Personnel Ltd is registered to provide:

- | Care Quality Commission (Registration) Regulations 2009
- | Medical Act 1983
- | Medicines Act 1968
- | The Human Medicines Regulations 2012
- | Misuse of Drugs Act 1971
- | The Misuse of Drugs (Safe Custody) Regulations 1973
- | The Misuse of Drugs and Misuse of Drugs (Safe Custody) (Amendment) Regulations 2007
- | UK GDPR



2. Scope

2.1 The following roles may be affected by this policy:

- | Registered Manager
- | Other management
- | Care staff

2.2 The following Service Users may be affected by this policy:

- | Service Users

2.3 The following stakeholders may be affected by this policy:

- | Commissioners
- | External health professionals
- | Local Authority
- | NHS



3. Objectives

3.1 Medcom Personnel Ltd promotes safe practice and the efficient management of medications. It is committed to the minimisation and avoidance of unnecessary medicines waste.



4. Policy

4.1 Medcom Personnel Ltd understands that medicines that have been prescribed for, and dispensed to individual Service Users, remain their property. Where there is a requirement to support with the administration of medication, consent must be sought before the disposal of medicines takes place and Medcom Personnel Ltd will ensure that Care Workers are aware and follow the procedures for the safe disposal of medication which includes the requirements for record keeping and safe storage.

4.2 The disposal of medicines is regulated by The Controlled Waste (England and Wales) Regulations 2012. Under these regulations, medicines fall under the category of clinical waste.

In a Service User's own home, clinical waste is treated as household waste, and medicines should be returned to the pharmacy that supplied them for disposal.

The Registered Manager is responsible for ensuring that this is determined within the Service Level Agreement with the pharmacy.

4.3 Disposal Applies To:

- | Medication that has been discontinued
- | Dispensed refused doses
- | Medication that is past its expiry date
- | Medication remaining after a Service User has died

4.4 Storing unwanted medicines increases risk to Service Users whom Medcom Personnel Ltd supplies services to.

- | Medicines belonging to individuals who are no longer living at the same address could be given to another Service User in error
- | Discontinued medication could still be given
- | Expired medication could still be given

4.5 The Registered Manager will ensure that all unwanted medicines are disposed of promptly.



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5. Procedure

5.1 General Disposal Procedures

Where the administration of medication is required as part of the Care Plan:

- | Unwanted medicines (including partially used containers) must be returned to the pharmacy that supplies the Service Users if they have appropriate arrangements in place and agree to disposal
- | Medicines no longer required by the Service Users should be disposed of with their consent
- | All unused medications will be disposed of in the disposal container supplied by the pharmacy and covered by a written record of the returns
- | Service Users' prescribed medication that is no longer required must never be used for any other Service Users
- | Refused medication should not be returned to the packaging, but must be disposed of in the correct manner. Medication that is refused after it has been in the Service Users's mouth should be safely put into a yellow clinical waste bag
- | Medicines for disposal must be stored securely and separately from medicines that are in use
- | Do not dispose of medicines through the sewage system
- | Do not remove tablets or capsules from blister strips
- | Medication should be removed from the monitored dosage systems (MDS)
- | Any queries relating to the correct way to dispose of medication should be discussed with the advisory pharmacist.

Disposal of Liquid Medication

In the event of a Care Worker measuring a dose of oral liquid medication and the Service Users then refusing to take it, the following actions will be taken:

- | Do not return the dose to the medicine bottle
- | Place it in a suitable container, as available
- | Mark it as waste and name the medicine
- | If it will not be going to the pharmacy immediately, ensure that it is stored securely and removed as soon as possible

The Care Worker must make an entry in the Communication and the Visit Log indicating that the dose has been disposed of, and the appropriate record will also be made on the MAR. The Care Worker must also inform Medcom Personnel Ltd.

Sharps Disposal

Where a Service Users's medication support generates 'sharps' (needles, syringes, lancets for finger pricking for testing blood) then these must be disposed of in a designated 'sharps bin' supplied through the GP or Community Nursing Team. Care Workers will only be providing support with this if it has been agreed as part of the Care Plan, a risk assessment is in place and specific additional training has been undertaken.

Any other clinical waste will be disposed of into designated bags/containers if these have been made available.

Disposal of Patches

Old patches will be disposed of by folding back and sticking the adhesive sides together and then disposing of them safely as directed in the Patient Information Leaflet, or in a clinical waste bag if they have been issued.

5.2 Disposal Applies To:

- | Medication that has been discontinued
- | Medication remaining due to a Service Users's treatment having been changed or discontinued
- | Dispensed doses that have been refused
- | Medication that is past the expiry date
- | Medication remaining after a Service Users has died

A record of the medication for disposal must be kept by Medcom Personnel Ltd, and must include:



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- | The date
- | The name of the Service Users
- | The name, form (e.g. tablets), strength
- | Quantity of the medication to be disposed of
- | Details of the pharmacy the medication is returned to
- | Record of consent from the Service Users
- | The name of the member of staff disposing of the medication
- | Signature of the staff member arranging the disposal

A record should also be made on the Service Users's MAR as well as ensuring that a copy is returned to the office to be placed on the Service Users file, if not using an electronic system.

A '**Medication Return**' document can be found in the Forms section of this policy.

5.3 Disposal of Medication from a Monitored Dosage System (MDS) or Packaging Strip

Unused medicines dispensed in a monitored dosage system must not be given to Service Users following 8 weeks after the dispensing date.

Likewise, many creams, ointments or liquids may have specific expiry dates.

Staff must familiarise themselves with these in accordance with manufacturers' guidelines or on the advice of the Service Users's pharmacy.

- | Any unused tablets/capsules removed from an MDS or packaging strip by a Care Worker will ideally be placed in a sealed envelope or something similar if a disposal pot from a pharmacist is not available, with the following information added:
 - | Service Users's name
 - | Date
 - | Time
 - | Reason (e.g. refused, dropped on the floor)
 - | Care Worker's name and signature
- | The Care Worker must contact the office and obtain consent from them and from the Service Users to take the medication to a pharmacy for disposal. The disposal should be recorded as in section 5.2

5.4 Medication Belonging to Deceased Service Users

Medication belonging to recently deceased Service Users must be kept for seven days before being returned to the pharmacist for disposal. This is in case the Coroner's Office, Police or courts require them as evidence as part of any investigation into the death of the Service Users.

5.5 Confidentiality

All pharmacy labels will be removed before containers/tubes are disposed of and labels shredded or the confidential text overwritten with a black marker. Any removed labels should be shredded.

5.6 Governance

Mrs Irene Mtisi is responsible for ensuring that the safe disposal of medicines at Medcom Personnel Ltd is regularly audited as part of the medication audit process.

Staff should refer to the Auditing and Monitoring of Medication Policy and Procedure at Medcom Personnel Ltd.



6. Definitions

6.1 Monitored Dosage System (MDS)

- | A 'Monitored Dosage System' is a term associated with the way that a Service Users can receive their medicines which have been 're-packaged' by the community pharmacist into a 'box' or 'blister system' which indicates the days of the week and times of day medicines should be taken



Key Facts - Professionals

Professionals providing this service should be aware of the following:

- | All staff with responsibility for medication administration will be aware of, and knowledgeable about, the method of destruction of unused/date expired drugs
- | Medication belongs to the Service Users and consent will be obtained before it is destroyed or returned to the pharmacy
- | Medication belonging to a Service Users will never be used for someone else
- | Medcom Personnel Ltd will keep records of medicines (including controlled drugs) that have been disposed of, or are awaiting disposal
- | Medicines for disposal must be stored separately from medicines in use



Key Facts - People affected by the service

People affected by this service should be aware of the following:

- | If we support you with medication, we will ensure that we gain your consent before returning it to the pharmacist if it is no longer needed
- | Your medication will not be given to anyone else and it belongs to you
- | If you have any queries relating to your medication, please speak to a member of staff



Further Reading

As well as the information in the 'underpinning knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

As well as the information in the 'Underpinning Knowledge' section of the review sheet we recommend that you add to your understanding in this policy area by considering the following materials:

Policies

- | Controlled Drugs Policy and Procedure
- | Clinical Waste Disposal Policy and Procedure



Outstanding Practice

To be 'outstanding' in this policy area you could provide evidence that:

- | There is evidence that Service Users are supported to self-manage their medication where they have been assessed as having the capacity to do so. Staff understand the Mental Capacity Act 2005 and can apply it in practice
- | There are clear records and evidence of medicine waste returned to the pharmacy
- | Records surrounding medication return or refusal are extremely clear, well ordered and provide an efficient audit trail
- | The wide understanding of the policy is enabled by proactive use of the QCS App



Forms

The following forms are included as part of this policy:

Title of form	When would the form be used?	Created by
Medication Return Form - CM31	When it is agreed that medication needs to be disposed of and returned to the pharmacy or doctor.	QCS

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I, (name of Service Users) _____, agree that the following medicines can be removed from my home and returned to a local pharmacy/GP dispensing practice for safe disposal by _____ (name of Care Worker).

Name, Strength, Form of Medicine and Quantity

Name of Medication	Strength	Form (Liquid, Tablet etc.)	Quantity (Number)

MDS Packets	
Number of packs	Number of blisters containing medication

Signed (Service Users): _____ Date: _____

Signed (Care Worker): _____ Date: _____

FOR PHARMACY/DISPENSING GP USE ONLY

I, _____, confirm that the above medicines have been returned to the pharmacy/dispensing GP practice for safe disposal.

Signed: _____ Date: _____

Name and address of pharmacy/dispensing GP surgery (or pharmacy/practice stamp):