
Document name: Medicines Management Policy
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Primary Eyecare Cheshire Ltd: Medicines Management Policy

Primary Eyecare Cheshire Ltd has been established to specifically act as the lead for a network of local optical practices ("subcontractors") dedicated to delivering excellent eye care in the local community.

Primary Eyecare Cheshire Ltd's clinical governance and performance lead will be the coordinating commissioner's main point of contact within Primary Eyecare Primary Eyecare Cheshire Ltd Ltd.

Primary Eyecare Cheshire Ltd's policy for medicines management requires that all subcontractors document and adopt procedures to ensure that all medicines are ordered, stored, supplied, used and disposed of in accordance with all legal requirements, General Optical Council requirements and General Ophthalmic Services contract requirements

- As a minimum, subcontractors' standard operating procedures must ensure that:
 - Prescription Only Medicines (POMs) are only ordered by, and administered or supplied under the supervision of a registered optometrist.
 - Medicines are stored appropriately in accordance with manufacturers' recommendations.
 - Where refrigeration is required, then the temperature of the refrigerator should be monitored regularly and a record of this kept.
 - A medical history, including known allergies, before any eye drop is administered or before any medicinal product is supplied to the patient.
 - Where possible, single dose eye drops, e.g. minims, are used for patient treatment.
 - Patients are provided with advice and information concerning possible side effects and actions eye drops before they are administered.
 - Patients are provided with advice and information (including the manufacturer's patient information leaflet) on medication supplied as part of a management plan for their eye condition.
 - All medications are used in accordance with the local evidence based guidelines and the local formulary. Where there is a clinical reason not to do so then this should be documented in the patient's notes.
 - All medicines are disposed of using an approved pharmaceutical disposal service.
 - Signed orders for eye drops are written in the form recommended by the College of Optometrists.
 - Records are kept for POMs, including documenting the batch number for each patient, expiry dates and date of disposal.
 - Optometrists participate in the Medicines and Healthcare Products Regulatory Agency (MHRA) adverse drug reaction reporting scheme.

- All optometrists working for a subcontractor must keep their knowledge on the safe, secure use of medicines, licensed indications, side effects, drug interactions etc. up to date, as required by professional registration requirements.
- Subcontractors are required to undertake an audit by Primary Eyecare Primary Eyecare Cheshire Ltd Ltd to demonstrate compliance with the medicines management policy.

This Medicines Management Policy will be reviewed annually.