

# PROCEDURE FOR DISPENSING MEDICINES

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Revision Number:

Date of Review:

**Purpose: The Purpose of the Standard Operating Procedure (SOP) is to outline a Step-by-Step approach to Dispensing Medicines.**

SNo.	PROCEDURE	RESPONSIBLE STAFF
<b>1.0</b>	<b>CHECK THE PRESCRIPTION</b>	
1.1	Receive the prescription from the patient and / or medical staff i.e Nurse , Physician.	Dispenser
1.2	Check that the following information is available, date of prescription, patient Bio data, diagnosis, treatment , signature of the prescriber.	Dispenser
1.3	Check that contents of the prescribed treatment is correct considering ; Indication and UCG recommeded treatment; Form, strength and disage of medicine is right for the patient (e.g child dosage and syrups for children)	Dispenser
<b>2.0</b>	<b>PREPARE THE MEDICINE</b>	
2.1	Make sure you use the right medicine. Check name and strength on the container label.	Dispenser
2.2	Check quality of the medicines. Do not use cracked or broken tablet.	Dispenser
2.3	Count correct quantity using gloves or counting tray and spatula/spoon. <b>DON'T USE BARE HANDS</b>	Dispenser
<b>3.0</b>	<b>DOUBLE -CHECK INFORMATION AND COUNTING</b>	
3.1	If more than one staff in dispensary, Preferably another person needs to double-check STEP 1 (prescription) and STEP 2 (medicine preparation)	Dispenser
3.2	If one person in dispensary Check again to ensure that you have picked the right medicines as prescribed Check again to ensure that you have counted correctly	Dispenser
<b>4.0</b>	<b>DISPENSE THE MEDICINES</b>	
4.1	Use a dispensing envelope or small bottle.	Dispenser
4.2	Label the package clearly with patient's name, facility name, generic name, strength and quantity of medicine, dose and duration.	Dispenser
<b>5.0</b>	<b>PROVIDE APPROPRIATE INFORMATION PATIENT</b>	
5.1	Ensure that the patient has understood; <ul style="list-style-type: none"> <li>• Why to take medicine</li> <li>• How to take i.e. oral or topical</li> <li>• When to take (morning, midday and/or evening)</li> <li>• How much of the medicine to take (number of tablets or mls)</li> <li>• How long to take (until all tablets are used or number of days)</li> <li>• Information about interaction (patient must know which food or medicine affects and the effect of the medicine)</li> <li>• Information about side effects (patient must understand that side effects can occur and know when to continue or stop treatment and return to the doctor.</li> </ul>	Dispenser
5.2	General information i.e. dose should be taken in full and not shared	Dispenser
<b>6.0</b>	<b>RECORD IN THE PRESCRIPTION AND DISPENSING LOG</b>	
6.1	Fill in date, patient number/name, diagnose, medicine name, initials of prescriber and dipenser	Dispenser