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**Document details**

Title	<b>BG06 – Supply of Drugs and Controlled Drugs Management</b>
Scope	<b>Describe the governance and supply of medicines to basics</b>
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Amendments	

**Introduction**

BASICS responders carry a range of medicines. This will vary depending on an individual responder’s scope of practice, location and profile of responding activity. The BSW equipment list sets out the minimum set of drugs that should be carried by all responders (‘core’ medications). This represents a pragmatic balance of medications that are likely to be immediately life-saving against the costs of medicines waste. ‘Optional’ medications are approved for use, and are at the discretion of the responder taking into account responding activity and scope of practice.

[BASICS South West Equipment List](#)

All medicines (over and above standard paramedic medications) used by SWASFT BASICS responders must be approved for use and then added to the BSW minimum equipment list.

**Medications supplied by (or funded by) SWASFT must only be used for the treatment of SWASFT patients.**

**Asset Tags**

All Responders will be issued with a SWASFT Drug Bag Asset Number. (Where responders have more than one physical ‘bag’, the same Drug Bag Asset number may apply to all, as long as they are personal and unique to one individual).

**Medicines Supply and management**

**Standard (‘Core’ and ‘Optional’) Drugs:**

Any drugs (excluding controlled drugs) within the SWASFT paramedic formulary may be replaced from SWASFT Ambulance stations (including, where applicable, medicines on the urgent care formulary). Current SWASFT process for signing out medications should be





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followed. Responders must maintain a list of batches/expiry dates, and must be able to supply this to SWASFT on request.

**Enhanced & Critical Care Drugs:**

- A list of Enhanced & Critical Care medications available for BASICS responders is available on the BSW Equipment list.
- Individual responders should only carry medications that they are familiar and confident with, and that form part of their personal scope of practice.
- A stock of critical medications is kept in the Medical Directorate office at Trust HQ. It is the individual responder’s responsibility to arrange collection of these if carried.
- They must be signed out on the associated L11 form.

**Controlled Drugs (CDs)**

All controlled drugs must be handled in accordance with SWASFT CD policy.

Controlled drugs can be requisitioned from SWASFT for use by BASICS responders on SWASFT patients. SWASFT CDs always remain the property and responsibility of SWASFT.

**HQ Safe Minimum and Maximum Stock Levels**

Drug	Max Quantity	Minimum Quantity
Morphine 10mg/ml	30	5
Diamorphine 10mg vial	20	5
Fentanyl 100mcg/ml (2ml)	130	10
Ketamine 200mg/20ml	20	4
Midazolam 1mg/ml (5ml)	20	5

**Restocking of HQ Safe**

1. Complete Order form using responder department finance code and forward to stores
2. Collection by doctor from stores and sign into HQ doctors safe
3. Monthly stock audit.

**BASICS Doctor Ordering Process**

1. Responder requests numbered L4 BASICS order from Responder Department
2. Form Numbered and recorded on Master Spreadsheet





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3. Form Sent to responder
4. Responder completes form and arranges collection from HQ safe either in person or via another approved BASICS responder
5. Drugs signed out of HQ safe
6. Drugs signed into Doctors personal CD register
7. Issue recorded on master spreadsheet and complete form returned to Responder department.

## Out of Date CDs

Any CDs supplied by SWASFT that expire must be returned to SWASFT for appropriate destruction by an authorised person. These should be signed back into the HQ Medical Directorate Safe from the individual's personal register. Out of date stock should be returned at the earliest practical convenience.

## Temperature-Controlled Medications

Some medications (for example, rocuronium) require refrigerated storage to preserve their labelled expiry date, remaining useable for a shorter period of time when stored at ambient temperature.

At the point of removal from the SWASFT cold-chain, these medications should immediately be clearly labelled with the appropriate expiry date for their ambient storage. It is not appropriate to re-refrigerate these medications outside of an approved, temperature calibrated cold-supply chain.

## Out-of-date Medications

Any medications supplied by SWASFT that go out-of-date must be returned to a SWASFT site for appropriate disposal. BASICS responders should follow the local procedures for booking-in expired medications to the station store. Records of these movements should be retained for 12 months.



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## Non-SWASFT supplied medications

It is strongly preferred that medications for BASICS responding are sourced through SWASFT. It is recognised that there are some circumstances where individual BASICS responders may make use of non-SWAST supplied medications, for logistic or other reasons.

In such circumstances, individual schemes should ensure that they have sought approval from the BASICS South West committee for local arrangements (including any remuneration arrangements). This would normally take the form of the submission and approval of a scheme-specific medications policy. Clear records must be maintained, such that each individual medication item acquired in this way can be fully traced from supplier to SWASFT patient. Responders must be able to provide evidence of these records if requested by SWASFT.