



Standard Operating Procedure

SOP ID	M41
Version	1.0
Title	Supply of Trust medicines to BASICS Medical Responders
Approved by	Medicines Management Group
Date Issued	01/10/2015
Review Date	30/09/2017
Directorate	Medical
Clinical Publication Category	Mandatory - No deviation from document permissible

1. Scope

1.1 This standard operating procedure (SOP) covers the processes required for a British Association for Immediate Care (BASICS) Medical Responder to obtain a supply of Trust medicines, including controlled drugs (CD). The CDs that may be supplied are:

Controlled Drug	Pack Size	Comment
Ketamine 10mg/ml Vial	Each	
Midazolam 1mg in 1ml Injection (5ml)	Box 10	(BASICS must also carry flumazenil if requesting this CD)
Lorazepam 1mg tablets	Box 4	
Morphine sulphate injection 10mg/ml (1ml)	Box 10	Maximum 5 ampoules to be supplied per BASICS
Fentanyl Injection 100mcg in 2 ml	Box 10	Maximum 5 ampoules to be supplied per BASICS

1.2 The non CDs that may be supplied under this SOP are:



Flumazenil 500mcg in 5ml	Box 5	Must be carried with midazolam 5mg in 5ml injection
Metaraminol injection 2.5mg in 5ml PFS	Single units	Metaraminol is an unlicensed medicine
Rocuronium injection 100mg in 10ml or 50mg in 5ml subject to availability	Box 10 Requires refrigerated storage but can also be stored outside of the refrigerator at a temperature of up to 30°C for a maximum 12 weeks	PFS not available due to short shelf-life

- 1.3 The actual medicines that a BASICS Medical Responder may be issued with will be determined by the Medical Director, Primary Care of the Trust.
- 1.4 These medicines may only be administered to Trust patients by a BASICS Medical Responder contracted by the Trust to treat sick and injured patients on the Trust's behalf.
- 1.5 This SOP does not support the use of Trust CDs to supply patients with medication or to treat patients who are not patients of the Trust.
- 1.6 This SOP must be read in conjunction with the Trust's Controlled Drug and Medicines Management Policies.

2. Responsibility

- 2.1 It is the responsibility of all BASICS Medical Responders to adhere to this SOP and ensure that all Trust medicines are kept secure at all times.
- 2.2 The Trust's Medical Director, Primary Care is responsible for ensuring that numbered order forms (L4BASICS) are only issued to BASICS Medical Responders with Trust contracts.
- 2.3 It is the responsibility of the BASICS Medical Responder to check the expiry dates of their medicines and to store them in appropriate conditions, avoiding extremes of temperature in accordance with Trust Policy, to ensure that they are fit for purpose.
- 2.4 It is the responsibility of the BASICS Medical Responder to contact their chosen collection point to ensure access prior to collection.
- 2.5 The Pharmaceutical Advisor has overall responsibility for this SOP and the safe management and use of medicines within the Trust.

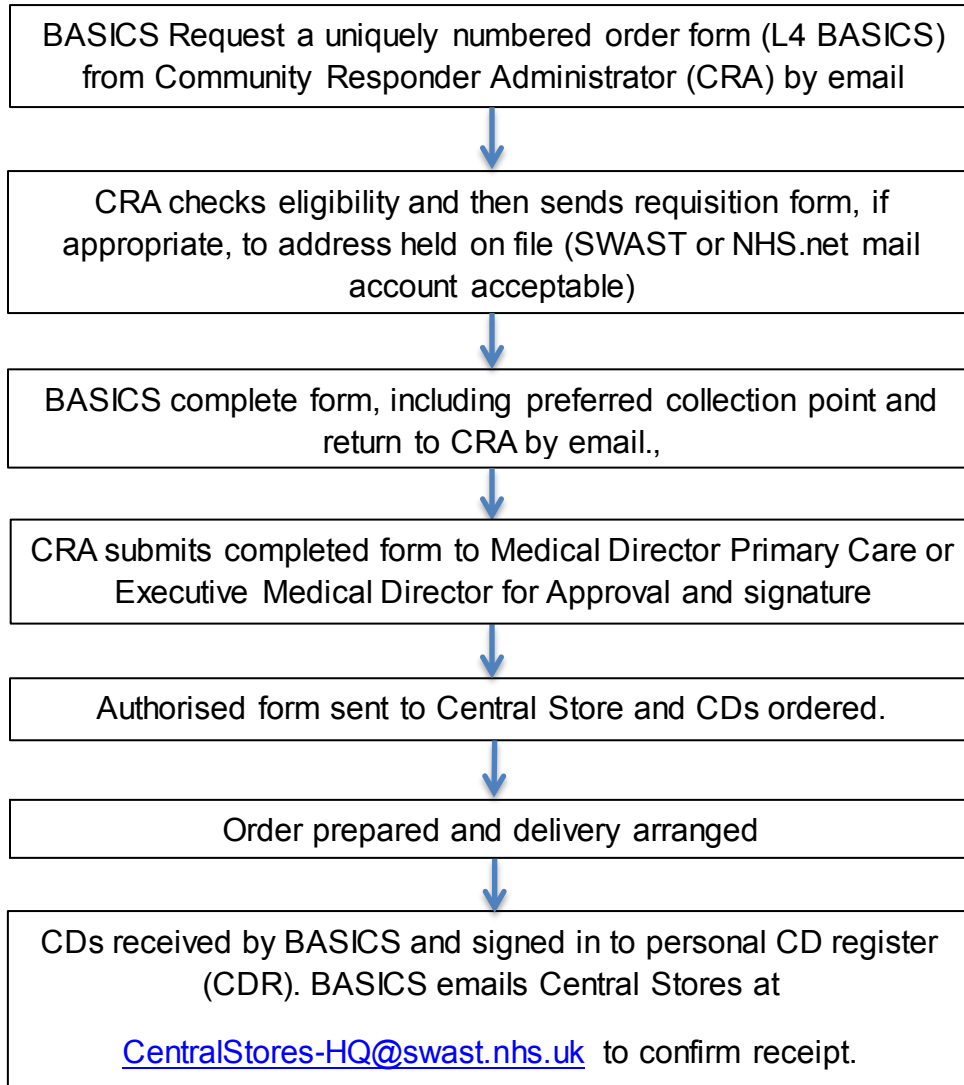


3. Introduction

- 3.1 BASICS is an organisation that supports pre-hospital care. It is a national charity representing all involved in prehospital immediate medical care, whatever their discipline. It is an operational body whose members deliver prehospital immediate medical care in a variety of situations as well as being a training body that delivers courses in prehospital immediate medical care. It also provides advice and guidance to members.
- 3.2 BASICS Medical Responders support South Western Ambulance Service (as members of local BASICS schemes under the umbrella organisation BASICS South West) by responding to a request for assistance from the Trust at a variety of different incidents ranging from major trauma to community responding.
- 3.3 Only BASICS Medical Responders who are members of a BASICS South West Scheme and have been issued with a contract by the Trust's Human Resources Department following recruitment checks may be supplied with Trust CDs because the Trust is not licensed to supply CDs to third parties. The Legislation allows the Trust to supply CDs directly to its employees.



4. Order Process



5. Collection

- 5.1 The BASICS Medical Responder will arrange collection/delivery with the Medical Director, Primary Care or the Executive Medical Director.
- 5.2 CDs that paramedics are not authorised to possess cannot be delivered to ambulance stations.



6. Obtaining CDs from ambulance stations and airbases

- 6.1 In exceptional circumstances it may be possible to arrange for a BASICS Medical Responder to be supplied with morphine sulphate 10mg injection from an ambulance station stock or ketamine PFS from an airbase stock
- 6.2 The entry recording the supply in the station or airbase CDR must be countersigned by the BASICS Medical Responder.
- 6.4 A retrospective L4 BASICS requisition must be completed as a confirmation and sent to the CRA. It should be annotated to say that medicines have been supplied from station along with the station name and must be signed by the Executive Medical Director or the Medical Director, Primary Care.
- 6.5 The CRA will store the L4 BASICS form securely for two years.

7. Validation

- 7.1 This document was developed and validated by the BASICS South West Committee and the staff who deliver the service. It was approved by the Medicines Management Group December 2015 and will be reviewed in December 2017.
- 7.2 Any constructive feedback to improve the delivery of this service should be sent electronically to the Trust's Medicines Management Group c/o The Pharmaceutical Advisor, sue.oakley@swast.nhs.uk .

8. Professional Accountability

- 8.1 Standard Operating Procedures do not remove inherent professional obligations, accountability or responsibility. It is the responsibility of each professional to practice only within the bounds of their own competence.
- 8.2 You cannot delegate responsibility for a task under this SOP to anyone else.