

The 3 Steps for a Just In Case Box

Step 1- Prescribing

- The District Nurse/GP/Specialist Nurse identifies appropriate patients.
- The medicines are prescribed as original packs in sufficient quantity to cover a weekend.
- The GP also writes the medicines up in the patient's notes and on the administration sheet.
- The GP generates the prescription and informs the DN.
- The patient, family or nominated person collects the medication from the pharmacy which will be dispensed in the usual way.
- The pharmacy will provide 10 x 2ml Water for Injections and endorse the diamorphine prescription as such.
- The DN / Specialist Nurse will take the 'just in case box' into the patients home and fill the box with the drugs. They will explain the purpose of the box to the patient and relatives, stating that it is for professional use only, with the exception of the lorazepam tablets.
- The box should be checked to ensure it contains a laminated "Professional's Guide to Use."
- An audit form should be placed in the plastic envelope on the front of the case. This should be completed with a review date of one month later and the District Nursing Team telephone number on it.
- A "Leaflet for Patients and Carers" should also be placed in the plastic envelope.

Step 2- Use of the Box and Safekeeping

- Receipt of the "Just in Case" box will be recorded by the DN in the patient's notes to inform other visiting health professionals.

- The DN will complete an Out of Hours Handover Form stating that a "Just in Case" box has been placed in the home and faxed to IDOC
- The DN shall ensure that the triage bypass card is filled in
- If the prescription was not generated at the patient's practice, then the DN will inform the practice that a "Just in Case" box has been placed in the home
- The DN will check the contents of the box and all expiry dates monthly or more frequently if visiting on a regular basis
- Patients needs are subject to change therefore a review must take place monthly or after any change in condition
- If any items are used the health care professional should make a record in the patient's notes according to local policy
- If any items are used the GP must be informed, to activate a review of the patient and of the patient's prescription needs

Step 3- Safe Disposal

- All unused drugs should be returned to a community pharmacy. This will generally be done by the family or carer.
- The pharmacy shall dispose of the drugs according to current legislation and protocols, recording the returns on the audit form.
- The pharmacy will fax the completed audit form to the Hospice to facilitate audit.
- The pharmacy receiving the box will inform the District Nursing Team, using the contact number on the audit form, that the box is available for collection and reuse.