

CPPSG Bank Holiday Checklist - Opioid Treatment Programmes (community pharmacy)



This checklist supports pharmacy teams to plan and manage opioid treatment programme prescriptions (e.g. methadone/buprenorphine) safely over Bank Holiday periods.

✔ Always follow your company SOPs, local service agreements, and professional guidance

Before the Bank Holiday

Before the Bank Holiday	✔ Preparation	Check Prescriptions (contact prescriber/clinic before the BH as needed)
		○ Review all instalment prescriptions (including supervised consumption)
		○ Check you have the prescriptions you expect for the clients you have
		○ Confirm legal validity and correct Home Office Wording
		○ Check issue and collection dates are appropriate ¹
		○ Check quantities are accurate, appropriate and required - calculate take-home doses for when the pharmacy is closed (best practice is to supply as separate doses. If e.g., methadone is supplied in a 'bulk' volume, ensure the client can measure their doses)
		Stock and storage
		○ Ensure sufficient stock of medication (consider wholesaler delivery times)
		○ Check CD storage capacity for advanced preparation of increased take-home doses
	✔ Communication	Pharmacy Team, include locums (stress the need for communication between 'shifts')
		○ All team members understand local procedures and missed collection rules
		○ All team members aware of Business Continuity procedures the event of an unplanned closure of the pharmacy
		Clients
		○ Agree collection dates and times in line with pharmacy opening hours (avoid closing time collections) and explain missed collection rules
		○ Stress the safe storage of take-home doses. Consider whether there are any safeguarding issues with larger quantities.
○ Explain that take-home doses are for them only, not for sharing, and are to last until their next collection		
○ Explain the missed collection rules and impact of missing multiple doses (on their health and necessary escalation)		
○ Confirm up-to-date contact details		
○ Check clients have take-home naloxone and/or sufficient paraphernalia. Supply or signpost as appropriate		
Local Prescribers/Services		
○ Confirm opening hours and out-of-hours contact arrangements		
○ Know where to refer clients requesting medication without a prescription		
○ Ensure up-to-date contact details for – Prescribing teams, Out-of-hours services, Superintendent Pharmacist, Safeguarding teams and CD Accountable Officer		
✔ Support	Rota	
	○ Review staffing levels	
	Clients	
	○ Clients may wish to bring a 'buddy' if they feel vulnerable with large quantities	

CPPSG members and stakeholders have contributed to this checklist, it may not be exhaustive. It is essential that you follow your company guidance, Standard Operating Procedures and local Service Level Agreements.

¹ The [Drug misuse and dependence: UK guidelines on clinical management](#) states: "If the issue date is before the treatment start date **and** the appropriate Home Office wording is included regarding pharmacy closed days, the pharmacist can exercise professional judgement on the appropriate supply date to ensure there is no disruption to treatment"

Produced by the Community Pharmacy Patient Safety Group – visit www.pharmacysafety.org for more information and further resources.

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During

<input checked="" type="checkbox"/> Action	Stock
	○ Monitor stock daily
	Record keeping and reporting
	○ Document collections and missed collections
	○ Complete the instalment record as soon as a supply has been made
	○ Report missed doses in line with your local service agreement

After

<input checked="" type="checkbox"/> Communication	Team handover
	○ Ensure clear communication with all relevant staff
	Review collections
<input checked="" type="checkbox"/> Support	○ Ensure missed collections are recorded correctly and report if required. Confirm if continued treatment is appropriate. Contact prescriber if needed
	Review
	○ Identify learnings for the next Bank Holiday

Additional comments/actions (*pharmacy specific*):

If an incident occurs:
Follow your company SOPs and report as required to:

- Superintendent Pharmacist
- Controlled Drugs Accountable Officer (CDAO)
- Safeguarding team



Home Office approved wording:

1. Please dispense instalments due on pharmacy closed days on a prior suitable day.
2. If an instalment's collection day has been missed, please still dispense the amount due for any remaining day(s) of that instalment.
3. Consult the prescriber if 3 or more consecutive days of a prescription have been missed.
4. Supervise consumption on collection days.
5. Dispense daily doses in separate containers.

Ref: [Circular 027/2015: Approved mandatory requisition form and Home Office approved wording - GOV.UK](#)

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