

## **Medication Ordering Schedule**



Name of Care Home:	Name of GP surgery:	Name of Pharmacy:

Week 1	Week 2			Week 3	Week 4
Day 1	Day 8	Day 12	Day 13	Day 15	Day 24
Medication cycle starts. All stock that can be carried forward to be physically counted and recorded on to new MAR.	Physically check stock of medication and order next cycle using repeat slips. Check if still required, any changes or hospital admissions. Home to photocopy repeat slips before they are submitted to the surgery via your usual means for processing.  *If any items or new residents need synchronising please request at this point via care home support line (if an agreement is in place with surgery) or direct with surgery*	Allow at least 2 working days for surgery to process prescription requests.  Home to arrange collection of EPS tokens if scripts go electronically or paper prescriptions if printed.	Home to check EPS tokens or paper prescriptions against current MAR and copy of repeat slip.  *Any discrepancies, changes, or missing items can either be followed up by contacting either the care home support line (if an agreement is in place with surgery) or direct with surgery.  Any items no longer needed, issued in error or that have changed must be communicated to the pharmacy*	Pharmacy needs to be informed that order has been checked and correct and is ready to dispense. If home has paper prescriptions, inform pharmacy scripts are ready for collection.	Pharmacy to deliver at least 3 working days before next cycle. Home to check delivery against current MAR and copy of prescription. Stock to be <b>physically counted and recorded</b> on to new MAR by two members of staff.

This is a guidance document intended to facilitate the monthly medicines ordering process therefore it is good practice for the home, surgery, and pharmacy to have a copy.