



Team Name: Pharmacy and Therapeutics	Reference Number: CLI.6010.PL.018
Team Lead: Director - Pharmacy	Program Area: Pharmacy
Approved by: Regional Lead - Medical Services & Chief Medical Office	Policy Section: General
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Use of pre-printed documents: Users are to refer to the electronic version of this document located on the Southern Health-Santé Sud Health Provider Site to ensure the most current document is consulted.

POLICY SUBJECT:

Emergency Department Starter Packs

PURPOSE:

The purpose of starter packs is to provide medications to the Emergency Department (ED) patient without any cost to the patient if local Community Pharmacy Services are not available. The client should only receive enough medication until the local pharmacy is open.

BOARD POLICY REFERENCE:

Executive Limitation (EL-2) Treatment of Clients

POLICY:

Starter doses are provided for immediate administration of medication while the client is in the Emergency Department. Whereas Starter Packs are provided to the client to bring home for their next dose only if local Community Pharmacy Services are not available. When an outpatient is seen in the emergency department after community pharmacy hours and the initiation or continuation of a medication is imperative, the required number of doses to sustain the patient until the local pharmacy is open may be supplied to the patient.

Medications that are not in pharmacy prepared starter packs should only be supplied in an emergency. An emergency supply of the medication can be obtained from the night cupboard/cart or wardstock of a facility. Narcotics and controlled drugs must be documented on the Daily Controlled Medication Record (DCMR) following the Narcotics and Controlled Drugs policy CLI.6010.PL.15.

DEFINITIONS:

Emergency Outpatient Starter Pack: Medication supplied to an outpatient that was not previously prepared by pharmacy. The supply is limited to the number of doses until such time as they can have their prescription dispensed at a community pharmacy.

Pharmacy Prepared Outpatient Starter Pack: A limited number of doses of a medication prepared by pharmacy to cover a patient's required doses until such time as they can have their prescription dispensed at a community pharmacy.

PROCEDURE:

Pharmacy Prepared Outpatient Starter Packs

Pharmacy:

- A list of starter pack medications is kept on the Emergency Department Outpatient Cupboard.
- Starter Packs must be labeled in a child resistant container with the following information:
 - EMERGENCY OUTPATIENT SUPPLY/STARTER PACK
 - Date:
 - Patient's name
 - Drug name, strength
 - Quantity
 - Directions
 - Prescriber's name
 - Lot number
 - Expiry Date
 - Initials of staff member checking the medication
- A list of local Community Pharmacies in the area with their hours and contact information will be made available to the Emergency Room staff.
- Review the completed Starter Pack Dispensing List CLI.6010.PL.018.SD.01 monthly for data collection of the dispensed medications.

Prescriber:

- Writes the starter pack medication order in the patient record
- An outpatient prescription will be provided to the patient to fill at their local community pharmacy.

Nurse:

- If the local pharmacy is closed, a starter pack from the outpatient cupboard in the Emergency Department will be provided with enough medication but not more than needed till their opening hours.
- Completes the blank sections of the label on the emergency outpatient supply/starter pack
- Document on the patient's Health Record as "Starter Pack" given and also on the outpatient prescription the quantity given in the ER.

- Document on the Starter Pack Dispensing List with the Patient's name, Date, Drug name and Quantity dispensed.
 - Starter Pack Dispensing List to be forwarded to Pharmacy at the end of each month.
- Provides the starter pack to the patient.
- Provides the medication specific patient teaching sheet from CPS on HPS site.

Emergency Outpatient Starter Packs

Pharmacy:

- Provides labeled blank child resistant container

Prescriber:

- Writes the medication order in the patient record.
- An outpatient prescription will be provided to the patient to fill at their local community pharmacy.

Nurse:

- If prescription requested is not pre-packed as a Starter Pack and wardstock medications are utilized follow the same process of documentation on patient's Health Record, Starter Pack dispensing list and labeling of vial as above.
- Narcotics/Controlled Medications and Benzodiazepines will only be dispensed in emergency situations. Refer to the Narcotics and Controlled Drugs policy CLI.6010.PL.015 for the procedure.

A site-specific list of ED starter packs will be determined by the local site and reviewed/revised annually.

SUPPORTING DOCUMENTS:

[CLI.6010.PL.018.SD.01](#) Starter Pack Dispensing List

REFERENCES:

The Manitoba Pharmaceutical Association Hospital Standards of Practice (2020) and Guidelines on Practice in Hospital Pharmacy (2006), "Individual Patient Prescription".

College of Registered Nurses of Manitoba (2020). Standards of Practice for Registered Nurses on the Extended Practice Register.