**‘Just in Case’**

**Dispensing Guide**

**To request more supplies or for any other questions contact:** glccg.justincasebox@nhs.net

FP10 issued for anticipatory medications with the words **“for JICB” in the description of each item to be included in the ‘Just in Case’ box/bag.**

The following are suggested medications however there will be patients who will require alternative medications/quantities/strengths.

Morphine sulfate 10mg/1ml solution for injection x 5 ampoules

Midazolam 10mg/2ml x 5 ampoules

Levomepromazine 25mg/1ml x 5 ampoules

Glycopyronium bromide 200mcg/1ml x 5 ampoules

Water for injection 10ml x 5 ampoules

* If the patient resides in a **care or residential home** items should be dispensed in a ‘Just in Case’ **BAG**. For patients in their own home medication should be dispensed in a ‘Just in Case’ **BOX.**
* Where possible medications with at least **6 months expiry** should be used. Pharmacy adds **‘Just in Case box contents’ paperwork** to the box/bag.
* **Medication labels** showing items dispensed are used to seal bags and act as a record of contents. ‘Just in Case’ boxes have a self-adhesive seal but dispensing labels must still be placed on the outside of the box to record contents.
* Patient’s address label is added to the top of the box/bag. Earliest expiry date of medications and date of dispensing also completed on outside of box/bag.

Patient takes FP10 to chosen pharmacy, or FP10 collected by patient’s chosen pharmacy.

After discussion with patient/carer the **‘Your Just in Case box’ leaflet** can be slotted so it is sticking out of box, this keeps it safe and available for further reference. ‘Just in Case’ Box and leaflet either handed to patient /carer or delivered by pharmacy. ‘Just in Case’ bags do not require a leaflet.

**Record ‘Just in Case’ box/bag issued on PharmOutcomes system** if you do nothave access to this please complete the paper/electronic **‘JICB Dispensing Claim Form”.**

When a ‘Just in Case’ box/bag is returned please complete either the **PharmOutcomes template showing return or the returns form** found inside the box/bag and return via email.

Dispose of any unused medications and the box or bag appropriately.

**Changes to a sealed ‘Just in Case’ box/bag**

If the patient’s condition changes it may become appropriate to change the medications within the dispensed ‘Just in Case’ box/bag. The sealed ‘Just in Case’ medication should be returned to the pharmacy and a new FP10 “For JICB” issued by the prescriber. A new ‘Just in Case’ box/bag will need to be used as the date of expiry will not correspond to the new medications. This should be recorded as a new claim on PharmOutcomes.

**Restocking medication once box/bag is open**

If more medication is needed to restock a ‘Just in Case’ box or bag the GP should prescribe this as a standard FP10. Once the box/bag has been opened further stock will not be issued as a ‘Just in Case’ box/bag. Please dispense as normal to the patient or carer and the patient’s nursing team will stored them in the original now unsealed ‘Just in Case’ box or bag on their next visit to the patient. As no new box/bag has not been dispensed there will be **no JICB claim** and will **not** require a second entry on PharmOutcomes.

**Opened in error?**

If the box/bag is opened in error the patient or family should return it to the pharmacy who will check the contents. A new ‘Just in Case’ box/bag will need to be issued. This should be recorded on PharmOutcomes as a new claim.

**Damage to box or contents?**

If the box/bag is damaged or there is concern the contents inside may be damaged the patient or family should return it to the pharmacy who will repack the medications in a new 'Just in Case' box/bag. If the medications are damaged pharmacy may require a new prescription from the GP. Replacing a damaged box should be recorded as a new claim on PharmOutcomes.

**Example Pictures**

**- Front of box/bag where to fill in patient details, expiry date etc**

**- Pic of box with leaflet stuck out**

**- Pic of bag/box with the dispensing labels on (to remind them they need to place on outside as record of internal contents, may need Becky to take this pic in pharmacy?)**