

Appendix 1 – NSP example SOP (For illustration purpose only)

Minimum Standards for Adaptation by Individual Pharmacies
This SOP will need to be re-drafted for each individual pharmacy.

STANDARD OPERATING PROCEDURE (SOP) COMMUNITY PHARMACY NEEDLE and SYRINGE PROGRAMME IN XXXXXXX PHARMACY

PURPOSE: To protect the health of people who inject drugs and the community as a whole by helping to reduce the spread of blood-borne viruses:

- By the provision of sterile needles, syringes and sharps containers to people who inject drugs.
- By the safe disposal of used injecting equipment.
- By reinforcing harm reduction messages and engaging and motivating Service Users to consider contacting open access services where they can access hepatitis and HIV testing services, hepatitis B inoculation, get further help re: safer injecting and safer drug use and/or addiction treatment and recovery services directly.
- By encouraging service users to obtain enough equipment to ensure adequate coverage to minimise BBV transmission. This is best calculated by multiplying the number of times they inject by 1.5. So for example someone who injects three times a day who wishes one week's supply: $3 \times 7 = 21$ injections per week = $21 \times 1.5 = 32$ sets of sterile equipment needed per week to allow for breakages and peer distribution.

SCOPE:

This service is for all people who inject drugs resident or temporarily resident in the Wakefield area. It excludes those under 18 years of age: under 18 year olds shall be referred onto the Specialist Young Peoples Services CGL Wakefield 01924 517579.

The procedure shall be read alongside the service specification.

PROCEDURE / PROCESS:

People who inject drugs must be afforded the courtesy that any Service User or customer might expect. All transactions ideally would take discretely take place in the consultation area or a quiet area of the pharmacy.

On presentation, if the individual is or appears to be under 18 supply health promotion material and signpost them to younger people's services (As recommended above)

If the individual is new to the service explain how the service operates, give them the practice leaflet, health promotion and any relevant signposting material. Give them a reference number (if applicable). Explain the importance of giving this number on every subsequent visit.

Procedure for the exchange:

- Welcome the individual and ask their reference number and record this [insert local recording process]. If they do not have their reference number with them, record as 'Anonymous'.
- If the individual presents with equipment for return produce the sharps bin which can be found (location)and ask them to place the returns into the bin themselves under Employees direction. The Provider shall ensure Employees do not touch the equipment. Record the estimated number of returned needles and syringes (DO NOT open bins to count these, give an approximation). Ask the individual for an estimate of the number of syringes and needles returned and enter quantity onto records as required.
- If no returns are made, make discrete enquiries with the individual, refer to previous transactions to see return record and if considered appropriate emphasise the importance of returning used needles for safe disposal because of the safety of others. Stress that the reputation of the scheme is at stake when needles are found in public places or are the cause of accidental injuries. Encourage them to take enough equipment to allow for breakages and peer distribution.
- Ask the individual which packs they require and how many. Collect the packs from (Location)and supply the individual. If required for discretion, provide the individual with a paper bag. [change working if pick and mix is supplied from pharmacy]
- Record the supply onto the Pharmoutcomes System.
- If appropriate, ask if the individual has any concerns or problems. If opportunity presents reinforce harm reduction messages; provide advice and information on safer injecting and safer drug use and signpost Service Users towards more specialised open access and/or drug and alcohol treatment services in order to motivate them towards treatment and recovery services.
- If the sharps bin was moved return in to its original position.
- Wash your hands.

Records

The pharmacist or suitably trained technician must ensure that sufficient needle exchange packs and sharps bins are available to provide the service and order as necessary from Sheidah Haghighi email Sheidah.haghighi@turning-point.co.uk, telephone 0300 123 1912 option 1.

Full sharps bins shall be stored in an area of the pharmacy where members of Employees and the public cannot have inadvertent contact with them.

Collection of full containers is arranged Initial Medical .

Any member of the Pharmacy team, who has received the appropriate training, and designated by the Pharmacist in charge, may carry out this procedure.

Named trained Personnel:

- 1.
- 2.
- 3.
- 4.

- 5.
- 6.
- 7.
- 8.

Review of Standing Operating Procedure:

This procedure shall be reviewed: following an incident; and/or annually; and/or when the contact details require changing; and/or following a change in the law; GPhC guidelines; Contractual arrangements; and/or Service provision from Turning Point.

Known Risks of NSP:

- Needle Stick injury – the Pharmacy should have a policy to cover this.
- Unacceptable behaviour of an individual. Possible danger to personal safety from unacceptable behaviour. A general policy applicable to all pharmacy users is advised
- Employees Shortage; busy periods resulting in shortage of adequately trained personnel so the service cannot be provided. The Pharmacy should be able to signpost to other NSP services locally when this occurs.
- Poor storage of used equipment
- Delay in the collection of used equipment from contractor [insert number to call if this is a problem]
- Spillage or contamination with potentially infected blood/body fluids. A body fluid spillage policy should be in general use.

I have signed to say that I have read the procedure and understand its implications:

Name:

Signature:

Date:

Procedure prepared by: _____

Date effective from: _____

Date of Preparation: _____

Date of Review: _____

Signature: _____