

Risk Management and Safety in the Dispensary

Step 3

AGENDA

AIMS AND OBJECTIVES

This course provides the dispenser with an understanding of working practices, following procedures in the work place, responsibility in relation to the various sections of the Health & Safety in the dispensary and other good practice and probity concerning legislation. How to ensure safe working practices to control risks when using equipment, materials and products that may cause accident or injury. Procedures for incident reporting, management of risks, SOPs and dispensary audits.

Amongst the topics covered are; Safe Working Practices • Assessing and controlling risks • Health & Safety • Dispensary audits

Appropriate Tea/Coffee breaks will be provided during the morning and afternoon

9.30am

Introduction

- Aims and objectives of the day

Health & Safety in a Dispensary

- Identifying potential hazards and risks
- Identifying precautionary measures to help reduce risk
- Medicines Act 1968 / The Poisons Act 1972 / The Misuse of Drugs Act 1971 / The Chemicals Regulations 2002
- Importance of teamwork

Health & Safety in a Dispensary

- Outline of safe working practices
- Health and Safety Act 1999 and other legislations relating to safe practice
- Legal and professional duties for Health and Safety in workplace
- Responsibilities in line with; COSH, Manual Handling, VDUs, Fire
- Your role and responsibility in reporting risks, accidents and incidents

1.00pm

Lunch (back at 1.45pm)

Health & Safety in a Dispensary

- Procedures in controlling risks and measures
- Risk, accidents and incident reporting procedures
- The use of equipment, materials and products – ensure instructions are adhered to
- Manual Handling, IT etc
- Safe working practices
- Personal Conduct, Personal Hygiene and use of protective clothing
- Controls imposed on the supply of industrial and mineralised mentholated spirits to the public and persons authorised to purchase them
- Storage and issuing of stock

Other Dispensing Related Laws

- Weights and Measures Act 1985
- Data Protection Act 1998 including Patient Confidentiality

Risk Management & SOPs

- Principles of risk assessment
- Identifying potential hazards and risks
- What are the hazards and who is at risk?
- Likelihood of and consequences of injury or harm?
- Identifying controls and additional measures to help reduce risk
- SOPs / Record keeping / Audits
- Good practice

Questions

4.30pm

Close