



## Conditions of Licence for Pharmacies for medicinal gasses dispensing

In line with and in addition to obligations and responsibilities listed in Medicines Act 2003 and to the conditions for pharmacies licences;

It is the responsibility of the Licence Holder and of the Managing Pharmacist to ensure that the following conditions are adhered to when receiving, storing and dispensing medical oxygen cylinders:

1. The room where the oxygen is used or stored should be strictly designated as a “No Smoking Area” and the door should be properly labeled with the following instructions:
  - a) No access to unauthorized personnel
  - b) Keep door constantly locked
  - c) Oxygen Cylinders Store
  - d) A green diamond sticker together with a hazard warning should be affixed to both the door of the stores and the designated cupboard where it is intended to keep the cylinders.
  - e) A green diamond sticker together with a hazard warning should be affixed also to the main door of the pharmacy.
2. All staff involved in operating the oxygen equipment should be properly trained, including the provision of written procedures. All pharmacists working in the pharmacy (including all locum pharmacists) must be trained in advice to be given to patients when dispensing medicinal oxygen.
3. The equipment supplied to patients with the medicinal oxygen gas should be designed and constructed for use in line with the suppliers specifications. This also applies to its handling.
4. The number of medical oxygen cylinders stored should be kept to the minimum necessary to ensure sufficient supply is available for patients needs.
5. Where spare cylinders need to be stored indoors, the number should be kept to the practical minimum and located in well ventilated areas, but not in passage ways, stairways or emergency exits. Ideally they should be located in designated marked cupboards or rooms provided with permanent ventilation leading out of the premises to prevent the accumulation of oxygen from possible leakages.
6. Empty and full cylinders should be stored separately. They should be stored in such a way that prevents cylinders from accidental falls. Therefore cylinders should not be stored in stacks or on each other.
7. Transport and delivery should be done by suppliers using vehicles authorized for this type of cargo and should take also necessary precautionary measures. Cylinders should be appropriately handled especially their valves which can become easily faulty. Use of trolleys in their handling is recommended.
8. Responsibility for adequate Health and Safety provisions for employees is the responsibility of the company or the pharmacy where domiciliary Oxygen dispensation is provided.
9. Copy of delivery note by supplier and of an issue note to the patient should be kept on record by the dispensing pharmacist. A copy of a valid manufacturing license of the supplier should also be kept.
10. Pharmacist should have access to electronic records database of suppliers to verify patient and prescription details.
11. An effective dispensation register where details of patients and details of oxygen cylinder provided is kept to allow easy retrieval in view of a batch recall.
12. Any customer complaints should be logged and forwarded to the manufacturer.