



## DISPENSING

### 5.1 Dispensing preparation

MCDPH will contact all Push Partners upon the advent of an emergency requiring mass dispensing. At that time, MCDPH will coordinate the delivery of medications and provide instructions on the correct dispensing protocol. The Dispensing Supervisor will then activate the communication plan as outlined in the **Dispensing Plan Template**.

After receipt of the medications and set-up of the dispensing site, the Supervisor should ensure that the Dispensing Staff receive medication for themselves and family members first. Once the Dispensing Staff have taken their first dose, they can begin dispensing to employees and patients (if applicable).

The **Push Partner Flow Diagram** provides an example of an organized dispensing site flow. Adjustments to the sample flow diagram can be made at the discretion of the Dispensing Supervisor.

When initiating the dispensing process:

- Tell your employees and their families where and when to come (if necessary).
- Ask employees to have a list of all known allergies for family members receiving medication. Push Partner healthcare facilities should ensure all patients have current allergy information.
- Make sure all appropriate screening forms are collected for everyone receiving medication.

Make copies of the following forms: **Drug Information Sheets, the specific event agent fact sheet from the Biological Agent Fact Sheets, and the Inventory Form**. The blank screening forms are only needed for employees and patients (*if applicable*) who have not completed them prior to the emergency.

Secure all needed materials for reconstituting of pediatric suspensions. This will include a sufficient amount of distilled water and measuring devices such as a graduated cylinder.

Provide each member of the Dispensing Staff with **Job Action information** detailing the specific task(s) to perform. Dispensing Staff need to be prepared to perform these assigned functions, whether participating in the screening process, answering questions, or dispensing medication. The Logistics/Inventory Lead will monitor logistical details such as



supplies of medication and forms.

## 5.6 Inventory

The **Inventory Form** is designed to track medications. Complete the top of the Inventory Form with your organization's information. Then complete the information for each column separated by medication name. The **Inventory Form** must be held at the facility in a safe location along with the medication. Copies must be returned to MCDPH at the end of the emergency and the remaining inventory reconciled prior to MCDPH return with the number of medications dispensed.

If supplies appear to be running short, complete an **SNS Order Form** listing all needed medications. Follow the instructions for submitting the form to MCDPH which will be provided in the event of an emergency.

In the event that a Push Partner runs short of supplies, it is acceptable to transfer medication using the **SNS Order Form** between different Push Partner sites. MCDPH will coordinate any such transfers if necessary.

## 5.7 Reporting to MCDPH and returning supplies

Push Partners are required to report to MCDPH during the emergency as needed, but minimally every 8 hours, and at the end of dispensing activities.

### *During the emergency*

When dispensing medication, MCDPH will require status reports as directed at the time of the emergency. Typically, such reporting will involve a phone conversation between the Dispensing Supervisor and MCDPH. MCDPH will be interested in:

- Dispensing progress: Are there any problems?
- Interim inventory results: How many boxes of medication are on hand? Are additional supplies anticipated?

The frequency of reports will be influenced by the size of the Push Partner organization and the extent to which troubleshooting is needed to assist your organization in effectively dispensing medication.



### *After the emergency*

Upon conclusion of dispensing activities, a final inventory should be completed, including inventory reconciliation with remaining medications versus dispensings, and the following documents submitted to MCDPH:

- Inventory Forms
- Completed Head of Household/Medical Overview Forms with lot tags attached
- Final Summary Form

This information allows MCDPH to keep the required record of dispensing activities at each Push Partner site. The Dispensing Supervisor must call MCDPH to confirm the end of dispensing. At that time, MCDPH will schedule a pick-up of leftover medication, Inventory Forms, the completed screening forms, any SNS Order Form(s) and the Final Summary Form. When an expected pick-up time is determined, MCDPH will contact the Dispensing Supervisor.

When preparing medication for return:

- Do not open any boxes that have not previously been opened.
- Place any containers of medication that have been taken out of the boxes in the appropriate boxes based on type of drug and lot number.
- Write the number of containers left in each opened box on the top of the box.
- Tape any opened boxes closed.
- Complete the **Inventory Form**, and have the Dispensing Supervisor sign it.
- Reconcile the inventory remaining and amounts dispensed to inventory received
- Include a copy of the **Inventory Form** with all medication to be returned.
- Be sure to maintain a copy of the **Inventory Form** for the organization's records.