**Community Pharmacy Bank Holiday Checklist**

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| Do you have your bank holiday closures on display in the Pharmacy? You may want to sign post patients to pharmacies open on Christmas and New Years day\*\* |  |
| Do all staff have access to the [NHS Shared Mailbox?](https://www.communitypharmacy.scot.nhs.uk/nhs-lothian/pages/nhs-email-accounts-outlook-365/) |  |
| Do all staff members, if applicable, have access to the [Emergency Care Summary?](https://www.communitypharmacy.scot.nhs.uk/nhs-lothian/pages/ecs-emergency-care-summary/) |  |
| Do all staff members, if applicable, have access to the Professional – Professional line? |  |
| Have all staff members, if appliable, read, signed and understood the [unscheduled care PGD](https://www.communitypharmacy.scot.nhs.uk/unscheduled-care/)? |  |

**Emergency Care Summary**

The ECS stores up-to-date summaries of patients’ repeat meds and any acutes in the last month. This should be utilised when a (Scottish Resident) patient presents to a pharmacy requesting an urgent supply of medicines but has no patient medical record / suitable evidence of prescribed medicines.The unscheduled care PGD can be utilised to supply patient medicines.

**Tourists & other parts of the UK**

Over the festive period we see an increase in visitors to the city…don’t forget in an emergency, a pharmacist can supply POMs to a patient without a prescription on the request of a patient or prescriber… referring patients who have forgotten or run out of their medication to an IP, local surgery or Out of Hours may not be appropriate. Emergency supplies for patients within the UK as well as EEA countries and Switzerland are permitted. The pharmacist must be satisfied that there is an immediate need for the POM and that it is not practical for the patient to obtain a prescription without undue delay. There would need to be suitable evidence of medicines requested and a record of the Emergency Supply in you Private Prescription book, including charges. Please refer to your copy of the MEP for further information on emergency supplies inclusions/exclusions, dose, duration, record keeping and labelling under **Exemptions: sale and supply without a prescription**

**English Prescription**

If a patient presents to a pharmacy with an English prescription, please process these manually. Barcodes cannot go through the PMR whether it is a barcode stated on the paper script or a healthcare professional calling through a barcode. Referring these patients to out of hours is not appropriate and takes up appointments from patients that truly need out of hours support.

Please check that the prescription is the original prescription and not a token. In England, it is common for patient’s to be issued with a token which is then taken to a pharmacy so that the pharmacy can electronically retrieve the prescription. IT systems in Scotland do not have this capability. If you receive a form that states “This is a token, not a prescription”. Then it cannot be dispensed.

Non-exempt patients presenting an English prescription should pay a prescription charge The NHS prescription charge is currently £9.90 for each prescribed item.

**Professional – Professional Line**

If a patient has presented to the community pharmacy but requires onward referral then the professional – professional line should be used. The patient should remain within branch & consent obtained. LUCs aim to answer & close queries within 15mins. This may include, professional advice, calling through a prescription (barcode or verbal), or arranging for the patient to be seen by another healthcare professional. Professions2Professions Line: **0131 537 2713**

**Community Pharmacy Festive Opening 2024/25**

**Christmas Day**

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| --- | --- | --- | --- |
| **Name** | **Address** | **Telephone Number** | **Hours** |
| Bruntsfield Pharmacy | 129 Bruntsfield Place, **Edinburgh**, EH10 4EQ | 0131 228 3725 | 0900-1400 |
| Crighton Pharmacy | 7 Crighton Place, **Edinburgh,** EH7 4NZ | 0131 563 9123 | 1200-1700 |
| Avante Pharmacy\* | 39 Westfield Road, **Edinburgh**, EH11 2QW | 0131 287 2020 | 0900-1400 |
| Gorebridge Pharmacy | 35 Main Street, Gorebridge, **Midlothian**, EH23 4BX | 01875 820 422 | 0900-1400 |
| Right Medicine Pharmacy | 20 High Street, Haddington, **East Lothian**, EH41 3ES | 01620 822361 | 1000-1300 |
| Omnicare Pharmacy\* | 6 Main Street, Deans, Livingston, **West Lothian**, EH54 8DF | 01506 411570 | 1000-1500 |
| Healthful Pharmacy Dedridge | 157 Nigel Rise, Dedridge, Livingston, **West Lothian,** EH54 6LX | 01506 461 732 | 0830-1330 |

\*Palliative Care Network Pharmacy

 **New Years Day**

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| **Name** | **Address** | **Telephone Number** | **Hours** |
| Bruntsfield Pharmacy | 129 Bruntsfield Place, **Edinburgh**, EH10 4EQ | 0131 228 3725 | 0900-1400 |
| Crighton Pharmacy | 7 Crighton Place, **Edinburgh,** EH7 4NZ | 0131 563 9123 | 1200-1700 |
| Avante Pharmacy\* | 39 Westfield Road, **Edinburgh**, EH11 2QW | 0131 287 2020 | 0900-1400 |
| Gorebridge Pharmacy | 35 Main Street, Gorebridge, **Midlothian**, EH23 4BX | 01875 820 422 | 0900-1400 |
| Omnicare Pharmacy\* | 6 Main Street, Deans, Livingston, **West Lothian**, EH54 8DF | 01506 411570 | 1000-1500 |
| Healthful Pharmacy Dedridge | 157 Nigel Rise, Dedridge, Livingston, **West Lothian,** EH54 6LX | 01506 461 732 | 0830-1330 |
| Asda  | 100 The Jewel, EH15 3AR | 0131 454 4010 | 1200-1800 |

\*Palliative Care Network Pharmacy