Pharmacy Use of the Pneumatic Tube System

For further details see *Operation of the Pneumatic Air Tube Transport System* in the Trust Document Library.

**Notes:**

A. Only **GREEN** pods are to be used for sending documentation to Pharmacy.

B. The pods are to be used for transporting documentation only, not pharmaceuticals.

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**Pod Reception**

1. Keep the reception box clean and well padded with foam to absorb impact from pods.

2. Keep a regular check on the station to ensure that pods do not accumulate or back up into the tube network.

3. Always return pods to the sending ward or department as soon as possible after delivery.

4. If paperwork is received in a **red** pod, treat it as an untoward incident and report it on Datix. Inform the sending ward or department.

5. If specimens are received by pharmacy, send the pod to Microbiology who will forward the specimens to the correct laboratory. Report the incident on Datix. If a green pod has been used, Microbiology staff will disinfect it before auto-returning it to its home station.

6. **Note:** Do not use damaged pods. Report concerns to Site Services on 31300.