

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.

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.**