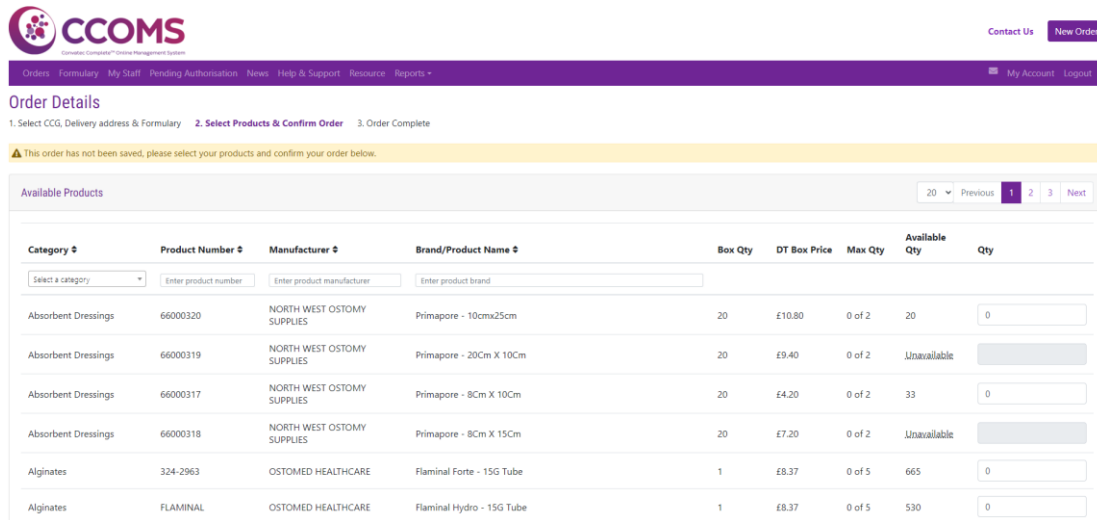


Good Practice Guidance: Management of wound care products

Introduction

Some wound care products such as dressings and barrier creams can be ordered via an online system across Frimley ICS. ConvaTec Complete™ Online Management System (CCOMS) is used across Frimley ICS and is accessible to Nursing Homes only.

Below is an image of the ordering page of the CCOMS system.



NHS Frimley ICB is the budget holder for all wound care products ordered through the online systems and products available are decided by the wound care advisory group.

Care homes are not required to pay for any products ordered through these online systems. The current NHS wound care budget is sufficient to provide wound care products for residents with current needs and care homes **should not** order products for potential future use or for 'just in case' use. However, care homes can purchase a small supply of wound care products for first aid.

Unlike prescribed products that belong to an individual resident and have a dispensing label, products ordered through the online systems can be shared between residents with current needs.

Inappropriate ordering and poor management of wound care products can lead to wasted NHS resources. NHS Frimley monitors orders placed on these systems to identify trends and ensure orders are placed in accordance with local guidance.

Policies and Procedures

The management of wound care products should be included in the care home medicines management policy. This should include which staff have access to the online ordering systems and the process for managing orders, managing wound care stock and stock rotation including disposal of expired products.

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Ordering and stock management of wound care products

- Only order supplies for residents with current need.
- Check current supplies at the care home before placing an order.
- Do not overestimate what you need. Ordering little and often is better.
- Highlight products with a short expiry date so they can be used first.
- Do not throw away existing wound care products if they are fit for use just to re-order a fresh supply. This can lead to unnecessary waste that cannot be re-imbursed.

Storage of wound care products

- Store dressings in a cupboard dedicated to wound care products.
- Cupboards should be kept dry, clean and tidy.
- Storage cupboards should have enough space to store the products. Cupboards should not be full and overstocked.
- Store products in a way you can find them quickly and easily, preferably in alphabetical order and in categories.
- It is not good practice to store products under sinks or in damp areas. There may be a risk of the products getting wet and therefore contaminated, resulting in poor infection control.
- Store wound care products ordered online separate from prescribed wound care products so that products prescribed for one resident are not shared with others.
- If a product has a short expiry date make sure this is highlighted and stored so it can be used first.
- Remember to rotate stock – FIRST IN, FIRST OUT!
- Keep boxes closed so that:
 - The contents do not fall out and are easy to store.
 - Products can be easily recognised.
 - Products are better protected from moisture, dirt and dust.
- It is good practice to date and sign when any product boxes are first opened for use. This is helpful for audit trail purposes.
- Ensure temperature of the storage location is within range; below 25°C in the cupboards or between 2°C and 8°C if the product needs to be refrigerated. Refer to [Good Practice Guidance for care homes: Medicines’ storage](#).

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Appendix 1: Wound care product checklist

Answer the following questions with a ‘yes’ or a ‘no’ and calculate your total score out of 10. If ‘no’ is answered for any of the questions below, ensure care home staff know what actions to take so that wound care products are managed appropriately.

Question	Yes (tick)	No (tick)
1. Do you know how to access the online system for ordering wound care products?		
2. Do you only order what your residents currently need?		
3. Do you check stock before you order?		
4. Do you have a dedicated storage area for wound care products?		
5. Is the storage area clean, dry and tidy?		
6. Are the products stored correctly and can you find what you are looking for quickly?		
7. Is the stock rotated, expiry dates checked and are short dated products highlighted and used first?		
8. Do you know who to contact if you are unsure what dressings are needed for which type of wound?		
9. Do you know what to do when there are too many dressings?		
10. Do you record which wound care products you dispose of?		
Score out of 10 (total number of ‘yes’ answers):		
Actions needed if answer to question was ‘no’:		

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