**PHARMACY CLOSURE CHECKLIST**

You might find it helpful to work through this checklist of things to make sure you’ve covered everything. In the notes section, you might also find it useful to record what you did, who you spoke to and when, in case you have any queries later on or need a contact to refer to. Again, don’t forget this checklist might be being used by someone else in your absence, so give them as much information as you can.

|  |  |
| --- | --- |
| **What needs to be done**  | **Notes**  |
| Close the premises down and restrict entry / access   |   |
| Implement buddying arrangements  |   |
| Advise daily supervision clients of the closure and how to access their medicines  |   |
| Notify NHS England and share relevant details of actions taken with them    |   |
| Advise your wholesalers, suppliers, and waste management contractor(s) of the closure   |   |
| Check the shared NHS Mailbox for items that need urgent action.  Set an out of office message if no one will be able to access the shared mailbox during the closure   |   |
| Return any EPS prescriptions that have not been dispensed to the Spine     |   |