

<p>Status: Standard Procedure: Specifies the procedures to be followed, only in exceptional circumstances should these not be followed.</p>	<p>Policy No: CLSP 02 Version No: 0 Date: 01/03/11 Review Date: 01/03/13</p>
<p>Title: Standard Procedure for the Management of Prescriptions</p>	
<p>Written by: Clinical Practice Project Group</p>	
<p>Approved by: National Risk Management Committee Joe Wolfe & Associates</p>	
<p>Cross Reference: CLG 11</p>	

1.0 Purpose

The purpose of this standard procedure is to ensure the safe management of prescriptions in Cheshire Ireland services/centres.

2.0 Scope

The standard procedure refers to all Cheshire Services where medication is prescribed.

3.0 Responsibility

- It is the responsibility of all relevant staff to be familiar with and adhere to this standard procedure.
- It is the responsibility of all service managers to ensure staff are familiar with the standard procedure and to monitor compliance.

4.0 Definitions

Prescribe: Prescribe by regulations (Medical Practitioners Act, 1978). To authorise in writing the dispensing, supply and administration of a named medicinal product (typically a prescription only medicine, however may include over the counter medications) for a specific service user (An Bord Altranais, 2003).

Prescription: Means a prescription issued by a registered medical practitioner/nurse prescriber for the medical treatment of an individual, by a registered dentist for the dental treatment of an individual, or by a veterinary surgeon for the purposes of animal treatment (Misuse of Drugs Regulations, 1988).

5.0 Procedure:

- Medication will be prescribed by registered medical practitioners, registered dentists or nurse prescriber and must be clearly identified in the service user's Best Possible Health Medication Administration Record. All records should be legible and include:
 - Date of prescription.
 - Name of the medication prescribed.
 - Dosage and time of medication*.
 - Doctors signature.
- If any changes are made to a service user's medication, the record must be changed and signed by the prescribing doctor/dentist/nurse prescriber.
- The only acceptable time a verbal or telephone order for medication should be taken from a medical practitioner is in an emergency situation, where there is an immediate unplanned service user need.
- Best practice indicates that, staff accepting a verbal or telephone order should repeat the order to the medical practitioner for verification where possible, the medical practitioner should repeat the order to a second member of staff. This should be followed by the same staff confirming the order between them.
- The computer-generated prescription must be dated and signed by the medical practitioner or registered nurse prescriber in her/his own handwriting.
- A prescription for controlled drugs must adhere to the requirements of the Misuse of Drugs Acts of 1977 and 1984 and subsequent regulations and therefore must be handwritten in its entirety for it to be dispensed by a pharmacist and subsequently administered by a nurse.
- Staff taking a verbal or telephone prescription must document in the service user's Best Possible Health Medication Administration Record the doctor's name and instructions. Staff will sign their name, date and time and her/his confirmation of the order. This action should also be witnessed and counter-signed by another staff member.
- The reason for accepting a verbal or telephone medication order should also be documented by staff to establish the clinical judgment exercised in the emergency situation.
- If a staff member feels they are not competent or comfortable in carrying out the doctors instructions, they should contact the doctor informing him of their concerns and request a house visit, or request that the service user be admitted to hospital.

****Mane and nocte are acceptable language on prescriptions unless very specific details are required.***

6.0 References

An Bord Altranais (2003) *Guidance to Nurses and Midwives on Medication Management.* www.anbordaltranais.ie

An Bord Altranais (2007) *Guidance to Nurses and Midwives on Medication Management.* www.anbordaltranais.ie

Misuse of Drugs Regulations (1988) in An Bord Altranais (2003) *Guidance to Nurses and Midwives on Medication Management.* www.anbordaltranais.ie

7.0 Appendices