

## STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

<b>Title</b>	<b>Prescription Writing</b>	<b>Doc. No.</b>	<b>CL067</b>
<b>Scope</b>	This applies to all staff involved in prescribing of medicines directly or indirectly employed by Primary Care 24.		
<b>Purpose</b>	To ensure all Primary Care 24 Prescribers prescribe within the correct legal framework and requirements of the relevant professional bodies.		
<b>Guidelines</b>	Guidance for prescription writing can be obtained in the current version of the BNF <a href="http://www.medicinescomplete.com/mc/bnf/current/PHP71-prescription-writing.htm">http://www.medicinescomplete.com/mc/bnf/current/PHP71-prescription-writing.htm</a>		
<b>PROCEDURE</b>		<b>RESPONSIBILITY</b>	
<b>1</b>	The prescription form must include: <ul style="list-style-type: none"> <li>• The name of the prescriber responsible for the prescription</li> <li>• The name, address and the telephone number of Primary Care 24</li> <li>• The name of the patient (surname, forename and other initials), their address and the age of the patient if under 12</li> <li>• It is also recommended that the age of the patient should be specified in those over 60 years and those less than 5 years the age should be printed in years and months.</li> <li>• The AdastrA case number if using AdastrA.</li> </ul>	<b>Primary Care 24 Clinicians</b>	
<b>2</b>	The generic name of the medicine(s) should be used whenever possible. All medicines prescribed should comply with the authorised Pan Mersey Formulary <a href="http://www.panmerseyapc.nhs.uk/index.html">http://www.panmerseyapc.nhs.uk/index.html</a> . Any deviation from formulary use must be justified in the medical record.	<b>Primary Care 24 Clinicians</b>	
<b>3</b>	Names of drugs and preparations should be written in full. Abbreviations should not be used as they may be misinterpreted.	<b>Primary Care 24 Clinicians</b>	

4	The dose must be clearly stated avoiding the use of abbreviations for microgram doses and if doses expressed in units e.g. insulin (NOT u). Fractions of less than 1 should be expressed with a zero preceding the decimal point e.g. 0.5ml and NOT .5ml.	<b>Primary Care 24 Clinicians</b>
5	Particular care should be taken when prescribing paediatric doses with reference to the current version of the Children's BNF as appropriate, taking the age and when appropriate the weight of the child into consideration. General guidance: BNF for Children.	<b>Primary Care 24 Clinicians</b>
6	The quantity to be supplied must be clearly stated in accordance with the regulations, in words and figures where necessary. A quantity of no more than 2 days should be supplied during the week and a maximum of 4 days at the weekend taking into account bank holidays. For overseas visitors a maximum of 7 days can be prescribed and then signpost them to register with a GP practice. If it necessary to prescribe larger quantities document this fully in the notes.	<b>Primary Care 24 Clinicians</b>
7	The directions for use should be stated including timing, frequency and route of administration. Any additional directions for use should be stated including supplementary warnings or advice. The directions "as required" or "as directed" should be avoided. If they are used, the maximum dose of the medicines within a 24-hour period must be stated on the prescription and the minimum interval between doses. The indication for as required medicines should be specified where appropriate.	<b>Primary Care 24 Clinicians</b>
8	For topical preparations, the area to be treated/covered should be specified.	<b>Primary Care 24 Clinicians</b>
9	For hand written prescriptions, a line should be drawn under each item and a diagonal line should be drawn through the unused remaining blank area of the prescription. In the case of computer generated prescriptions there should be mechanisms in place to cancel out unused space on the prescription	<b>Primary Care 24 Clinicians</b>

<b>10</b>	The patient must be clearly informed about the purpose of the medication and any other changes relating to their medication.	<b>Primary Care 24 Clinicians</b>
<b>11</b>	When dispensing medication from an Urgent Care Centre drug trolley/supply, the prescriber should ensure that a prescription is completed to account for this medication and is given to the PC24 receptionist for action by the medicines management team. Refer to Standard Medication – Urgent Care Centre Trolleys SOP.	<b>Primary Care 24 Clinicians</b>

# STANDARD OPERATING PROCEDURE DOCUMENT (SOP)

<b>Title</b>	<b>Prescription Writing</b>		<b>Doc. No.</b>	<b>CL067</b>
<b>Version</b>	v1			
<b>Supersedes</b>	N/A – New SOP			
<b>Approving Managers/Committee</b>	Clinical Directorate			
<b>Date Ratified</b>	January 2020			
<b>Department of Originator</b>	Medicines Management			
<b>Responsible Executive Director</b>	Medical Director			
<b>Responsible Manager/Support</b>	Head of Medicines Management			
<b>Date Issued</b>	January 2020			
<b>Next Review Date</b>	January 2021(or when there is a change in procedure)			
<b>Target Audience</b>	Clinical Directorate Staff			
<b>Version</b>	<b>Date</b>	<b>Control Reason</b>	<b>Accountable Person for this Version</b>	
v1	January 2020	New SOP	Head of Medicines Management	
<b>Reference documents</b>		<b>Electronic Locations</b>	<b>Locations for Hard Copies</b>	
		Primary Care 24 Intranet / Corporate Policies/ Current SOPS/ .....	Standard Operating Procedures File in the Call Centre.	
<b>Document Status:</b> This is a controlled document. Whilst this document may be printed, the electronic version maintained on the PC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.				