

Reference Number: FOIAH2425/394
From: Private Individual
Date: 16 October 2024
Subject: Dispensing and Prescribing Practices

I would like to request information regarding your Trust's practices related to dispensing and prescribing medications in the following areas. Please respond by selecting the most appropriate option for each question:

Q1 Emergency Departments (ED):

- Are Take-Home (TTO) medications dispensed directly to patients from the ED?
 - o Yes, always.
 - o Yes, but only during certain hours (e.g., out-of-hours).
 - o No, a prescription is issued for collection at a pharmacy.
 - o Hybrid model: Medications are dispensed during certain hours, and a prescription is issued at other times.

A1 - Yes, but only during certain hours (e.g. out of hours)

Q2 Outpatient Clinics:

- Are medications dispensed directly to patients in outpatient clinics?
 - o Yes, always.
 - o Yes, but only during certain hours.
 - o No, a prescription is issued for collection at a pharmacy.
 - o Hybrid model: Medications are dispensed during certain hours, and a prescription is issued at other times.
- If prescriptions are issued, can these prescriptions be fulfilled at any pharmacy?
 - o Yes, the prescriptions can be taken to any pharmacy.
 - o No, the prescriptions are restricted to the hospital pharmacy.

A2 - No, a prescription is issued for collection at a pharmacy.
- No, the prescriptions are restricted to the hospital pharmacy.

Q3 In-Patients Being Discharged:

- For in-patients being discharged, are TTO medications dispensed directly from the hospital pharmacy, or is a prescription given?
 - o Medications are always dispensed directly.
 - o A prescription is given for the patient to collect the medications from a pharmacy.
 - o Hybrid model: Some medications are dispensed directly, while others are prescribed for collection.

A3 - Hybrid model: some medications are dispensed directly, while others are prescribed for collection

Q4 I would appreciate it if you could provide any relevant documents, protocols, or guidelines

related to these practices

A4 [Please see attached 394 FOI Response](#)

**Standard Operating Procedure for issue of pre-packs by nurses on the
Surgical Day-case Unit, Ward 3A, Ward 4C and EDU**

1. Prepacks can only be dispensed by a nurse who has completed training in dispensing of pre-packs. Prepacks must be prescribed by an Independent Prescriber (usually a doctor or qualified ANP). Pre-packs can be issued by nursing staff out of hours or in normal working hours to prevent significant delays during Pharmacy opening times
 - a. See Appendix 1-3 for list of pre-packs which are authorised to be issued via this SOP
 - b. Nurses who have completed Patient Group Direction (PGD) training and competencies are able to issue pre-packs of analgesia under the PGD (i.e. without a prescription). See relevant PGDs for further information.
2. Check the instructions on the prescription are appropriate for the product selected using the BNF for Children. If there are any concerns, contact the prescriber, send to pharmacy for dispensing or contact the on-call pharmacist
3. Select the appropriate pre-pack and complete the label with the instructions on the prescription, the patient's name and the date supplied from the ward.
4. Select the appropriate patient information leaflet.
5. Record on the printed discharge summary "Pre-pack supplied from" (state the area issuing the pre-pack) and add your signature to this statement.
6. Obtain a check of the information written on the label by a second qualified nurse who has completed training in issuing of pre-packs. This nurse will also sign the discharge summary
7. File the signed copy of the discharge summary in the patient's case notes
8. ONE pre-pack should be sufficient for the majority of prescriptions. Additional pre-packs should only be provided in the following circumstances
 - a. if ointment or drops are required for both eyes
 - b. if the patient is prescribed a high dose of an antibiotic
9. Order further supplies of pre-packs from pharmacy using the standard order form
10. Order further supplies of patient-information leaflets from the Pharmacy Admin Team on Ex 2535

Insulin prepacks on EDU can only be issued under the guidance of a diabetic nurse specialist against a valid prescription for the appropriate insulin required. **Appendix 1**

Pre-packs which can be issued using SOP for issue of Pre-packs by Nurses on Ward 4C

Drug Name	Formulation
Amoxicillin	125mg/5ml x 100ml, 250mg/5ml x 100ml 250mg capsules x 28
Beclometasone (Clenil)	50 microgram/puff inhaler 100 microgram/puff inhaler
Cefalexin	125mg/5ml x 100ml, 250mg/5ml x 100ml 250mg capsules x 28
Chloramphenicol	1% eye ointment
Chloramphenicol	0.5% eye drops
Chlorphenamine	2mg/5ml x 100ml
Clarithromycin	125mg/5ml x 60ml, 250mg in 5ml x 60ml 250mg capsules
Clotrimazole	Ointment x 30g
Co-amoxiclav	125/31.25 x 100ml, 250/62.5 x 100ml 250/125 tablets x 21
Diffiam spray	1 pack
Dioralyte sachets	1 pack
E45 cream	30g
Gaviscon Infant	Sachets x 30
Hydrocortisone	1% ointment
Ibuprofen	100mg/5ml x 100ml, 200mg tablets x 20
Lactulose	Solution x 50ml
Movicol Paediatric	Sachets x 30
Nystatin	Suspension x 30ml
Paracetamol	120mg/5ml x 100ml, 250mg/5ml x 100ml 500mg tablets x 32
Penicillin V	125mg/5ml x 100ml, 250mg/5ml x 100ml 250mg tablets x 28
Prednisolone	5mg soluble x 8, 12, 16 tablets 5mg x 12, 16 tablets
Salbutamol	100 microgram/puff inhaler
Sodium Chloride 0.9%	Nasal drops x 5ml
Trimethoprim	50mg/5ml x 100ml

Appendix 2

Pre-packs which can be issued using SOP for issue of Pre-packs by Nurses on Ward 3A

Drug Name	Formulation
Paracetamol	120mg/5ml x 100ml, 250mg/5ml x 100ml 500mg tablets x 32
Ibuprofen	100mg/5ml x 100ml, 200mg tablets x 20
Diclofenac	25mg EC tablets x 28
Cefalexin	125mg/5ml x 100ml, 250mg/5ml x 100ml 250mg capsules x 28
Co-amoxiclav	125/31.25 x 100ml, 250/62.5 x 100ml 250/125 tablets x 21
Chloramphenicol	1% ointment
Movicol Paediatric	Sachets x 30
Trimethoprin	50mg/5ml x 100ml
Lactulose	Solution x 50ml
Gaviscon	Infant sachets
Salbutamol	Inhaler

Appendix 3

Pre-packs which can be issued using SOP for issue of Pre-packs by Nurses on the Surgical Day-case Unit. Except for Ibuprofen, Paracetamol and Chloramphenicol ointment, these pre-packs should only be issued by SDCU staff out of hours or when pharmacy is exceptionally busy

Drug Name	Formulation
Cefalexin	125mg/5ml x 100ml, 250mg/5ml x 100ml 250mg capsules x 28
Chloramphenicol	1% ointment
Chloramphenicol	0.5% eye drops
Prednisolone 1% or Dexamethasone 0.1% (depending on availability)	eye drops
Trimethoprim	50mg/5ml x 100ml
Ciprofloxacin	0.3% eye drops
Co-amoxiclav	125/31 in 5ml, 250/62.5 in 5ml 250/125mg tablets
Ibuprofen	100mg/5ml, 200mg tabs
Mebendazole	100mg/5ml x 5ml 100mg tablets x 1
Oxybutinin	5mg/5ml x 30ml
Paracetamol	120mg/5ml, 250mg/5ml, 500mg tabs

Appendix 4

Pre-packs of insulin which can be issued from Emergency Decision Unit by Diabetes Nurse specialists

Drug Name	Formulation
Levemir	3ml penfil
Novorapid	3ml penfil
Lantus solostar	pre-filled pen
Novorapid	100 units per ml 10ml vial

Appendix 5

Pre-packs which can be issued using SOP for issue of Pre-packs by Nurses on the Burns Unit. These pre-packs should only be issued by Burns Unit staff out of hours or when pharmacy is exceptionally busy

Drug Name	Formulation
Cefalexin	125mg/5ml x 100ml, 250mg/5ml x 100ml 250mg capsules x 28
Co-amoxiclav	125/31 in 5ml, 250/62.5 in 5ml 250/125mg tablets
Ibuprofen	100mg/5ml, 200mg tabs
Paracetamol	120mg/5ml, 250mg/5ml, 500mg tabs

Procedure name	Standard Operating Procedure for issue of Pre-packs by Nurses on Ward 4C, SDU, Burns and Surgical Decision Unit		Procedure Number	CP SOP 9
Approved by	Catrin Barker, Chief Pharmacist			
Signed	Catrin Barker	Date	15.3.19	
Superseded on		Signed		