

## Medicines Management and Prescribing policy

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### Introduction

This policy sets out the company's protocols for prescribing, and keeping records relating to medicines and incorporates our Standard Operating Procedures (SOPs) in relation to controlled drugs.

### Prescription writing

We do not provide NHS services and do not issue NHS prescriptions – ***all prescriptions*** are issued on a ***private basis***.

Where a patient requires medicines as part of their treatment, a private prescription will be provided, or a letter sent to the patient's GP advising them of the recommended treatment and requesting them to issue the prescription.

Private prescriptions are sent electronically to the patient's preferred pharmacy, or printed using the company's clinical computer software and always include the following information:

- The name, address and signature of the prescribing clinician
- The name, address and age of the patient;
- The date of the prescription;
- The name of the medicine (generic, wherever possible);
- The dose, frequency and quantity to be supplied (without the use of potentially misleading decimals wherever possible);
- Additional directions to the patient, where appropriate (eg avoid alcohol)

We avoid the use of abbreviations when writing prescriptions.

We may issue prescriptions for controlled drugs to patients and using form FP10PCD.

## **Prescribing protocols**

Medicines are prescribed in accordance with the guidance published by NICE (National Institute for Health and Care Excellence) 'Antimicrobial Prescribing Guidelines' and the BNF (British National Formulary) published jointly by the British Medical Association and the Royal Pharmaceutical Society.

Reference will be made to these publications for full details of drug names, dosages and frequencies that are considered appropriate for use in general medicine and the illnesses to which they apply.

Standard prescriptions for the most commonly used drugs are programmed into the company computer system. These should ALWAYS be double-checked against the current BNF guidelines before use.

## **Review and follow-up**

Where a patient is prescribed an antibiotic, they may be reviewed after 48 to 72 hours. If the infection has resolved, they should be advised to cease taking the medicine rather than to complete the course.

## **Purchase, storage, and transportation of medicines**

We do not purchase, store, or transport medicines.

## **Record-keeping**

Since the company does not store or dispense prescription medicines, the requirements in relation to record-keeping largely do not apply.

Records of prescriptions issued form part of the individual patient clinical records. Furthermore, the administration of any medicines as part of a patient's treatment (including the use of drugs from the emergency drugs kit is recorded in the patient notes.

## **Adverse reactions and events**

Adverse reactions to medicines are reported using the Yellow Card Scheme. It is the responsibility of Dr Quigley to deal with such reports and any team member who is aware of an adverse reaction to medicines must report it to them immediately.

Adverse events, errors and near-misses relating to medicines must be reported to Dr Quigley, who is responsible for investigating any such events and implementing any changes to our procedures that are necessary in order to minimise the risk of them being repeated.