

Derbyshire Community Health Services NHS Trust and Derbyshire CCGs position statement on the supply of items for administration by DCHS nursing staff

DCHS community nurses are routinely required to administer medicines to patients in their own homes e.g. hydroxocobalamin injections, leuporelin injections, low molecular weight heparin, influenza vaccines. Queries have arisen as to the correct procedure for DCHS nursing staff to obtain the supply from the GP practice.

Recommended procedure for the supply of influenza vaccines and other vaccination programmes

Labelling & Patient information

The MHRA have confirmed that where the medicine is for administration to an individual named patient in accordance with the patient-specific directions of an independent prescriber and the medicine is not being supplied to the patient but rather is administered without being stored in the patient's home, no dispensing label would be required. In all cases the patient should be provided with the statutory patient information leaflet which accompanies the medicine.

Supply & Administration

A patient specific direction (PSD) must be written and signed by a prescriber - this can be by hand or electronically. A PSD can also be an instruction to administer a medicine to a list of named patients where each patient on the list has been individually assessed by that prescriber. The prescriber must have knowledge of the patient's health, and be satisfied that the medicine to be administered serves the individual needs of each patient on that list.

For administration of influenza or other vaccinations by DCHS District Nurses to housebound patients, the prescriber should review the list of patients on the District Nurse's caseload and produce a list of those that they authorize to be immunized. There is no legally valid period for a PSD for administration of a medicine, but good practice dictates that the prescriber should include a start and finish date in the direction to ensure it is acted on within a time frame appropriate to the needs of the patient.

Once the PSD has been provided, the District Nurse may collect an unlabelled vaccine and the statutory patient information leaflet from the GP practice for administration in the patient's home, whilst being mindful of appropriate cold chain storage requirements.

Recommended procedure for the supply of all other medicines.

Where the medicine is to be stored in the patient's home, the item to be administered should be labelled with the individual patient's details. This would require an FP10 prescription to be generated and the item dispensed by either a Community Pharmacy or if appropriate the dispensing practice before administration to the patient.

Logistical arrangements will need to be agreed between specific practices and the DCHS staff to confirm who will collect the medicines from the Community Pharmacy or dispensing practice, and should take note of the following:

- If a course of treatment is required, it is acceptable for the medication to be left at the patient's home following the first dose as long as no concerns regarding appropriate and safe storage.
- Before issuing the prescription on the clinical system, the "personally administered" box should be unticked.
- A prescription charge would be payable for items dispensed, although in reality this is expected to affect a very small number of patients.

Procedure for documentation after administration

A record (including manufacturer, batch number and expiry date) should be made in the practice clinical system of all items administered by DCHS staff in case of medicine recalls. For SystemOne, details can be entered in the practice module of SystemOne. For Emis practices, the DCHS nurse should enter details onto the practice system or if this is not possible, inform the practice in writing on the same day the medicine is administered or on the following working day so practice staff can record the relevant details.

Please note: this position statement does not apply to practice employed staff where current "personally administered" arrangements may continue.