### ULHT Inpatient Prescription Chart v28 User Guide



### Introduction

### Target audience for the user guide

All nursing, medical, pharmacy, administrative and allied health staff that are authorised to access and use medication charts.

### Purpose of the chart

The inpatient chart is to be used as a record of orders and administration of general medicines, intravenous and subcutaneous fluids, and oxygen. Supplementary charts are to be used in addition to the inpatient chart, for more specialised purposes (e.g., warfarin, insulin, patient-controlled analgesia).

### **Guiding principles**

- Safe medicines prescribing is the first step in developing an effective medicines safety culture
- Prescribers should be aware of their prescribing responsibilities and be familiar with the prescribing standards
- Consultant staff should have at least the same level of competence in medication charting standards as their junior staff in order to supervise and ensure compliance with the standards
- The patient's nurse and pharmacist should be empowered to support prescribers to prescribe medicines safely and have the right to refuse to administer or dispense a prescription they cannot read or understand as it is unsafe. The prescriber, or in their absence the patient's team, must be informed immediately if this decision is made as this may delay the treatment the patient receives.

### Important notes

The RIGHT patient receives the RIGHT medicine at the RIGHT dose by the RIGHT route at the RIGHT time, and that medicine is SAFE for the patient to receive

> The inpatient chart is a legal document and therefore must be written in a clear, legible and unambiguous form

ALL medicines must be REVIEWED regularly to identify any potential drug interactions and discontinue medicines no longer required

Every nurse has a responsibility to ensure they can clearly read and understand the order before administering any medicine. The prescriber should be contacted to clarify incomplete or unclear orders.

Every pharmacist has a responsibility to ensure the appropriateness of the prescription if a medication chart is checked

# Page 1 – Front page

Please write patient's date of admission and planned date of discharge. If more than one chart is in use please identify how many there are.



#### ALLERGIES AND SENSITIVITIES-

These are separated into two distinct boxes to highlight the difference between an allergy and a sensitivity. Please document reaction type. Indicate when a red wrist band is in place. Indicate if the patient has no allergies. Sign and date indicating source of information. Allergy status MUST be checked prior to prescribing and administering medicines.

#### PRESCRIBING CHECKLIST-

Identify if the patient has renal and hepatic impairment and if pregnant or breast feeding as considerations may need to be made when prescribing.

### Page 2 – Prevention of omitted medicines

#### PREVENTION OF OMITTED MEDICINES

The omission and/or delay of critical medicines or medicines used in critical conditions can result in serious harm or death. This may be a result of errors in prescribing, dispensing, supply or administration.

Please ensure that ALL critical medicines are administered on time and never unintentionally omitted.

Ensure that the pharmacy department, Site Duty Manager or On-call Pharmacist are made aware of the time that the next dose is due in order to prioritise supply. If possible make sure critical drugs are ordered in advance. If the medicine is prescribed for the 8am drug round then source the medicine before this time, don't leave until Pharmacy open at 9am.

		REASON	FOR OMISSION							
	,		<b>_</b>	L L						
Med	licine not available		Route not available	Patient refused	Prescribing Patient n issue availabl					
			Actions							
Did the patient bring in     Can a family member     Check to see if the pat ward if they have rece     Check drug cupboards	or carer bring in the tients drugs may still ntly been transferred s, drug trolley and p	be on another	<ul> <li>Consider alternative route or formulation</li> <li>Check dose equivalences e.g. IV dose not always equivalent to oral</li> </ul>	<ul> <li>Assess reason</li> <li>Cognitive issues?</li> <li>Adverse effect?</li> <li>No longer required?</li> </ul>	Resolve     ambiguities     urgency a     urgency a					
	pharmacy OPEN?		MEDICINES			ROMITTED				
YES (in hours) 1) Contact your pharmacy team 2) Contact the dispensary 3) Send inpatient chart to pharmacy if necessary	<ul> <li>Is the drug avail ward?</li> <li>Is the drug avail cupboard</li> <li>See list on the intr i. Prescribing and Optimisation ho ii. Medicines Supp</li> </ul>	NO (out of hours)     HIGH RISK MEDICINES       rug available on another <ul> <li>Analgesics (post-operative)</li> <li>Anaphylaxis medicines</li> <li>Analpesics (post-operative)</li> <li>Anaphylaxis medicines</li> <li>Antibiotics, antifungals, antivirals</li> <li>Anticoagulants</li> <li>Anti-pileptics</li> <li>Anti-pileptics</li> <li>Anti-pileptics</li> <li>Benzodiazepines</li> <li>Benzodiazepines</li> <li>Benzodiazepines</li> <li>Glucose (hypoglycaemia)</li> <li>Glyceryl trinitrate</li> </ul> <li>No</li>								
				ustive and it is not acc	eptable for any medi	cine to be omitted.				
IMPORTANT – Please note Controlled Drugs CANNOT be transferred from one ward to another as this constitutes a supply. In an emergency and only when the pharmacy is closed, a dose may be administered to a patient on a ward other than that in which the stock is held following the procedure Obtaining a Supply of Controlled Drugs Out-of-Hours in the Medicines Management policy. The Pharmacy On-call service is NOT for the supply of discharge medication. Please refer to Guideline for Reducing Harm from Omitted and Delayed Medicines for more information.										
	If you have any queries about a medicine ask: The ward pharmacist or a member of the inpact dispensary team Medicines Information, Lincoln ext:573802 or bleep 3125 Out of hours the on-call pharmacist									

### Page 3 – VTE Prophylaxis and Oxygen Prescribing



# Page 4 – IV antimicrobials

This section is for IV antimicrobials only. Ensure patient's allergy status is confirmed before prescribing.

#### IV ANTIMICROBIALS-Please prescribe all IV antimicrobials here. Note microbiology approval where necessary.

PROLONGED ANTIMICROBIALS-Any antimicrobial required for over 5 days must be prescribed here.



Attach patient ID sticker here

Review IV antimicrobials after 48 hours and if they are continued review after 72 hours.

### Page 5 – oral antimicrobials

This section is for oral antimicrobials only. Ensure patient's allergy status is confirmed before prescribing.

ORAL ANTIMICROBIALS-Please prescribe oral antimicrobials here. Note microbiology approval where necessary.



Attach patient ID sticker here

Review oral antimicrobials after 48 hours and if they are continued review after 72 hours.

## Pages 6 to 11 – Regular Medicines



**REGULAR PRESCRIPTIONS-**All regular medicines must be written here.

Codes for non-administration of medicines. All omitted doses must be authorised.



Record whether the drug is newly prescribed, there has been a dose/frequency change or this is what the patient was taking prior to admission.

At the earliest opportunity please identify medicines required for discharge. Sign and date for each that is required. This will enable Pharmacy to dispense medicines much earlier facilitating quicker discharges.

**PHARM SUPPLY & PHARMACIST** 

Pharmacy will always write in green. If the Pharmacist box is signed it means that the prescription has been clinically checked. Any orders for drugs will be in the Pharm Supply box. There may also be additional information or special

### Page 12 & 13 – When Required Medicines

WHEN REQUIRED MEDICINES-

This section is for PRN

medicines.

Ensure patient's allergy status is confirmed before prescribing.

**PRN PRESCRIPTIONS-**All PRN medicines must be written here. Please record dose, route, frequency and maximum dose allowed within 24 hours. Please record indication for



each drug.

### Page 14 & 15 – Parenteral Fluids

1 2 3 4 5 6	. All reli All pre Each Presci Handy Illegib	RAL FLUID CHART 1 evant prescription details must be comp iscriptions must be fully signed and date prescriber must include a bleep number riptions must be written dearly and legit writing must be PRINTED using capital I le prescriptions must be re-written befor se to the negocription must be made by	PATIENT NAME         NHS number           Parenteral Infusions Notes:         1. Bolus injections should be prescribed on the Regular Prescriptions section           2. If an additive is to be used are you sure that:         - it needs to be given parenterally           - it is compatible with the fluid         - it is compatible with the fluid										}-{	Write patient's name and NHS number here. Further sheets of					
<ol> <li>Changes to the prescription must be made by re-writing the prescribed item.</li> <li>Abbreviations must not be used.</li> </ol>						3. If no additive is required strike through, or write 'NIL'											the Parenteral		
		Parenteral Fluid Chart	No.	1	No. of	Parenteral Ch	narts in Use 1	2 3	4 5							Fluid Chart can			
			Ē	PRESCRIPTION				ADMINISTRATION						ר	be found on the				
Date	Start time (24 hrs)	Infusion Fluid (Approved Name)	Volume	Additive & Dose (Approved Name)	Route	Duration of Infusion and/or Rate	Print & Sk (Bleep/Ex		Batch Number(s)	Given by Date	Time started (24 hrs)	Initiai	Time stopped (24 hrs)	Inital	Volume given		intranet.		
							Dr Pharmacist Dr	Supply									FLUID CHART- This section is for IV and SC fluids only. Please write all details required clearly.		

Troubleshooting: Infusion slow or stopped? - Check cannula site - Check patency of cannula - Check infusion device is switched on - Check infusion device is running - Check infusion line is not clamped off - Infusion device needs servicing

Infusion too fast? - Check rate set correctly - Check rate calculation is correct - Infusion device needs servicing

## Page 16 – Medicines Optimisation

		-									
			MEDICINES OPTIMISATION							[	MEDICINE
		PATIE	NT NAME				econciliation on Ad (s) of information:	mission	4 1		
Attach patient ID sticker here	1			Patient		Repea		ts Own Drugs(PODs)			<b>RECONCILIATION-</b>
Allach patient iD slicker here		NHS number		Relative Elec	Relative Electronic Discharge Document (eDD) Medication Administration Record (MAR)						Where possible use TWO
				GF	, Su	ummary C	are Record (SCR)	Other (state)			sources of information
Allergy Check-				Print name & sign				Date		ļĻ	
Confirm the patient's allergy		Tick	Checklist	Print name & sign (blee	ip) (	Date	Compliance Al	d on Admission – Who fills It?	17		COMPLIANCE AID-
status, recording any			Allergy check				Patient Co	mmunity Pharmacy - Name & Tel. No. :			
			Patient's Own Drugs reviewed STOPP/START review		—						If the patient has an aid
information on the front of			Patient consented to view SCR				Relative/Carer				please record who fills it
the chart and/or in the			Blueteq approval				Drug:			' I	here.
patient's notes.			ME	DICINES PRIOR TO ADI			CORDED		1	, L	
Patient's Own Drugs		Date	Medicines (include dose / frequency)	Reason			with Dr/Pharmaolst	Plan/Alterations/Additional			
Reviewed-								Information			
									-	l r	
Check patient's own drugs for									-		MEDICINES NOT
correct doses and frequencies									-		PRESCRIBED-
and for suitability for use.									-		If there are medicines that
STOPP START review					—				- 1		the patient usually takes not
					—				- 1		prescribed please record
Check suitability of medicines									-		
using the tool.									-		them here.
SCR consent-									- 1		They may be omitted due to
Please note if the patient has											clinical reasons or it may be
consented for SCR use.											an innocent omission.
Blueteq approval											Please discuss any
Please note drug name and if											discrepancies with the
approved.											prescriber.
	J .									יו	
	1										
MEDICINE RECONCILIATION-			м	ledicines Reconciliation or	n Discharge -	- Pharm	acy staff	1	i I		
24 hours prior to discharge		Please check all medicines 24 hours prior to discharge. Check that all doses are suitable and ensure that at least 14 days are available for the patient to take home. Please follow up on any outstanding issues, queries or referrals.							]]		<b>MEDICINE RECONCILIATION-</b>
Pharmacy will assess the		Date	Phermacist/Phermacy technician – print and s	kign	Additional	information	n				Prior to discharge 2 nurses
patient's medicines ensuring				Medicine Check on Di	scharge – Ni	ursing s	taff				-
			Medicine Check on Discharge – Nursing staff Please check that all medicines correspond to the inpatient chart directions and are suitable for use on discharge.							will check that all medicines	
that they are suitable for		Date	Nurse 1 - print and sign		Nurse 2 -	print and s	ign				are present and correct and
taking home.											that the eDD is available.



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