

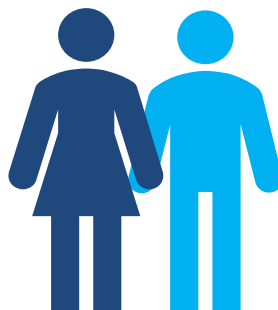
# Safely dispensing prescription medicines



Prescription in



Medicines out



Think about the patient behind the prescription

1. Accept & check

## 1. Accept and check

- Check patient details (include DOB for children <12)
- Check prescriber details
- Check the prescription is: genuine, in date, signed and meets legal requirements
- Take appropriate payment or verify prescription charge exemption
- Check for Controlled Drugs (CDs)
- Check whether items are allowed on the NHS
- For medications requiring additional monitoring request supporting documents e.g. Warfarin

## 2. Pharmaceutical assessment and clinical check

- Check dose is appropriate
- Check for contraindications
- Check for interactions
- Check for therapeutic duplication (two medications for the same condition)
- Check for duplication of branded generics
- Check for duplication of strengths
- Check blood test results are in range where appropriate
- Consider misuse issues
- Consider if it is a new medication where counselling may be required
- Check suitability of medicines for condition/age/pregnancy status/MDS
- Check Summary Care Record (SCR) where appropriate and if consent has been provided

2. Review & process

## 4. Supply prescription to patient/carer (arrange delivery where appropriate)

- Check for repeat prescription items and confirm items required
- Check correct patient, confirm name and address against both the prescription and bag label
- Ensure patient/carer understands directions
- Clarify patient/carer issues
- Counsel patient/carer on safe and appropriate use/offer additional services e.g. MUR/NMS
- Make appropriate records

## 3. Selection and assembly

- Select appropriate medicines (taking the prescription to the shelf)
- Check expiry dates against treatment period
- Calculate/measure/count required quantities
- Transfer to appropriate container(s) if needed, with Patient Information Leaflets
- Check item against prescription
- Produce dispensing label
- Check label against prescription
- Attach labels to products without covering product name
- Check PMR for notes of previously reported allergies or ADRs

### Accuracy check

- Check medicine name, strength, form, dosage, quantity, expiry
- Check patient name and address, prescription signature and date
- Check label against prescription

### Bagging

- Check expected number of items against prescription and place in bag
- Attach bag label and stickers where appropriate, e.g. fridge
- Check bag label against prescription and conduct 3-way check

3. Select, prepare & check

4. Supply & counsel

