

Administration of medicines by KCHFT staff

Recommendation:

That East Kent CCGs accept the use of Community Medicines Referral (CMR) forms to refer a patient to Kent Community Health NHS Foundation Trust for the task of administering injectable medication.

Background:

KCHFT staff currently request that they receive authorisations to administer medication on forms locally known as 'Buff' forms. These have been in use for many years. Some GPs believe that their contractual obligations end with the provision of an FP10 and that such a form is unnecessary.

The Human Medicines Regulations 2012 contains statements which denote that anyone can legally administer a medicine which may include a Prescription-Only Medicine (POM) or Controlled Drug to another person if it has been prescribed for that person and that the directions of the prescriber are known e.g. available on the dispensing label.

Nurses can therefore legally administer a medicine, with no further information or provision of a ['Buff'] form, however there *is* an obligation on the part of the GP to formally delegate the task of the administration to KCHFT staff; in other words to 'refer' the patient.

Summary of recommendations:

1. KCHFT will accept a **one-off written referral** (Community Medicines Referral, CMR) provided by the medical or non-medical prescriber as being sufficient for the task of administering a medicine to a patient, provided that they have sufficient information to safely administer that medicine including dosage instructions, e.g. full instructions on the labelled product. Good practice dictates that a start date should be provided and a finish date to ensure that it is acted upon within a time frame appropriate to the needs of the patient. Templates for the referrals have been prepared and will be uploaded onto GP software systems by CCG Pharmacy Technicians.
2. A medical prescriber or non-medical prescriber need only provide a referral form where they are delegating the task to KCHFT staff for administering **injectable** medicines. For any other medication, internal KCHFT processes will apply.
3. KCHFT require further written information direct from a specialist or GP responsible for the patient's care for the safe administration of medicines where there is a variable dosage or a dose range is prescribed e.g. insulin and palliative care medicines.
4. A medical prescriber or non-medical prescriber need not provide a referral form where they have not initiated the treatment. In this case, KCHFT staff must liaise with the prescriber or non-medical prescriber who has initiated treatment.

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Approved by: East Kent Prescribing Group (*Representing Ashford CCG, Canterbury and Coastal CCG, South Kent Coast CCG and Thanet CCG*) **Date: Dec 2017**

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