

# Administration of medicines by KCHFT staff

Frequently Asked Questions (FAQ) for GPs v1 05 December 2017

## GP Referrals for the administration of medication to patients by KCHFT Staff

### 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.

Date of implementation: December 2017

### Why has this change happened?

GPs had been advised that there was no contractual obligation to provide a 'Buff' form and that all the nurses needed to administer medication was the dispensed product. After negotiations, the above recommendations were agreed and put forward to the Kent Local Medical Committee (LMC). The LMC agreed the recommendations and sent out a letter to all GP practices in South Kent Coast CCG area. The changes have been working well in this area and we are now in a position to roll out to the other CCGs in East Kent.

### How will I know if the new forms have been uploaded to the GP software?

Pharmacy staff from the CCGs are working closely with the GP practices and you will be notified when the forms have been uploaded (or changed).

### Do the recommendations hold for Controlled Drugs?

Yes. A new form will *not* be requested every 28 days. It is important however to remain in contact with KCHFT staff and the Multidisciplinary Team to ensure that the regime remains appropriate for the patient. Any such contact needs to be documented.

### How will we send the CMR?

The CMR may be sent to the Local Referral Unit.

**Do I need to issue a CMR for existing patients?**

No. KCHFT will not ask for new forms for existing patients. Internal KCHFT processes will apply.

**What will happen if the dispensed medication does not state the dose to be administered or the route of administration?**

The basis of all the arguments for the abolition of the 'Buff' forms is focussed on the following:

*'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'.*

It follows that if full directions are not available e.g. the dose to be administered is unavailable, then the medication cannot lawfully be administered. KCHFT staff will request further information. The direction on the repeat prescription may need to be revised to prevent the problem reoccurring.

**What will happen for patients receiving insulin where the dose changes?**

For each patient receiving insulin, the primary person who is responsible for advising on dosage changes needs to be identified and recorded. This will be the person responsible for letting KCHFT staff know of dose changes.

**What will happen about a CMR for all the patients currently being administered a non-injectable medication e.g. eye-drops?**

There is no need for the GP to issue a CMR. KCHFT internal processes will apply.

**A patient has just been discharged from the Acute Trust without a CMR, and I have been asked to issue a CMR. Do I have to?**

The directions on the labelled product gives KCHFT staff the legal authority to administer the medication. They will ensure that they have sufficient information prior to administering the medication e.g. from an email or Electronic Discharge Summary. If they have insufficient information they will go back to the prescriber; in most cases there will be no need to ask for a CMR from the GP.

**What should happen if I no longer want injectable medication to be administered?**

It is the responsibility of the GP to notify KCHFT staff when a patient should no longer receive the medication; otherwise KCHFT staff will continue to administer the medication which has been already dispensed for the patient.

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