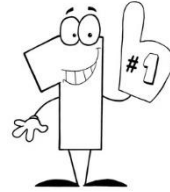


## When Required Prescriptions (PRN)

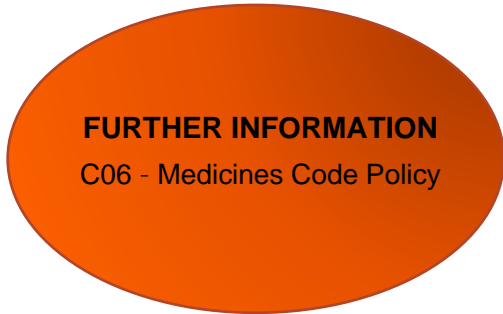
- ✓ The 'when required' section of the EPMA prescription record must only be used for those medicines to be given at the nurse's discretion according to the needs of the service user.
- ✓ The prescriber must define the reasons for the prescription and qualify the directions
- ✓ An entry in the service user's electronic patient records must give reasons for administration and outcome. This will be subject to periodic audit.
- ✓ The minimum interval between doses and indication for administration must be clearly specified by the prescriber. The maximum dose to be given in a 24-hour period must also be stated.
- ✓ When signing to indicate that the medication has been given, in the case of a variable dosage the actual dosage administered must be recorded by the professional administering the dose
- ✓ A 'when required' prescription must be reviewed regularly by a prescriber to determine and confirm the clinical need.
- ✓ Medicines originally prescribed 'when required', but which are needed regularly as indicated by the administration record, must be reviewed, and rewritten in the regular section of the patient's EPMA prescription record.

- ✓ Care must be taken not to duplicate "when required" medicines with those being taken regularly as this risks overdose.
- ✓ Where regular medication is prescribed in addition to 'PRN' use, the electronic 'PRN' prescription must include a note that regular medication has also been prescribed.

## Once Only Doses (Stat Doses)



- ✓ Medicines that are intended to be given once only must be prescribed in the 'once only' section of the patient's EPMA prescription record.



**Birmingham and Solihull  
Mental Health**  
NHS Foundation Trust

# Prescribing of Medicines

KEY POLICY FLASHCARD

January 2021

## THE EPMA Prescription Record

### What is its function?

- ✓ To provide a permanent record of all medicines prescribed, supplied, and administered to the service user whilst under the care of the Trust.
- ✓ To indicate a service users' sensitivity to medicines.
- ✓ To facilitate the supply of medicine from a pharmacy.
- ✓ To record the indications for each prescribed medicine.
- ✓ To direct the supply or administration of the medicine to the service user.
- ✓ To provide a record of any secondary dispensing done by staff for individual service users.



### What does it Include?

- ✓ Date the prescription was written.
- ✓ Name and Form of the Medicine
- ✓ Dose and Route of Administration
- ✓ Times of Administration
- ✓ Signature of Prescriber
- ✓ Cancellation of Treatment
- ✓ Length of Treatment
- ✓ Allergies/Sensitivities

## Prescribing of Medicines

Medicines may only be prescribed on the EMIS EPMA system or approved BSMHFT prescription stationery. When prescribing on a trust prescription stationery, the following service user details must be included:

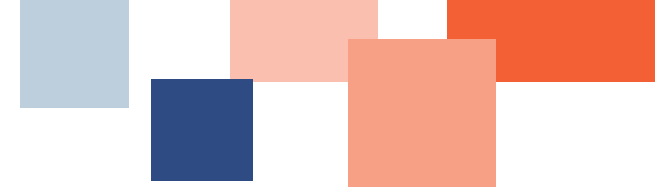


- ✓ Service user's name, including aliases.
- ✓ Date of birth.
- ✓ Ward, Team or Clinic name, or agreed Trust code.
- ✓ Consultant.
- ✓ Service user's RiO number and/or NHS number
- ✓ Known sensitivities to medicines. These should be added manually to the patient's EMIS EPMA record following the correct procedure.

The EMIS EPMA system will automatically populate these. All prescribing should wherever possible be undertaken via the EMIS EPMA system.

### Transfer of a patient to/from another Ward/Team/Trust

- ✓ Prescriptions for service users transferred from one BSMHFT ward/team to another will require a new EPMA episode.
- ✓ When service users are transferred into BSMHFT care from other Trusts, within 24 hours the prescribed medicines must be added to the trust EPMA system, Administration of medicines must be undertaken against an EPMA prescription
- ✓ When there is a transfer from one team to another, the patient must be transferred to the new team on EPMA and a new episode should be opened



## Initiation of Treatment

- ✓ Qualified doctors or suitably authorized non-medical independent and supplementary prescribers have the authority to prescribe medicines for service users under the care of BSMHFT
- ✓ Practitioners must not administer medicines that have not been prescribed by an authorized prescriber unless they are covered by a patient group direction or are included in the list of homely remedies that can be administered via the patient group direction mechanism on the EMIS EPMA system.
- ✓ This authorization must be in writing, in the form of a signed prescription, or added to the patient prescription record on the trust EPMA system in advance of the administration of the medicine.
- ✓ **Medical students are not permitted to prescribe medicines in BSMHFT**

**There is a range of medicines to be prescribed, details of which can be found on page 7 of the Medicines Code Policy.**