The Newcastle upon Tyne Hospitals NHS Foundation Trust
Procedure for the Supply of Prepacks (PP's)

Version No: 2.4
Effective From: 17 July 2019
Expiry Date: 17 July 2022
Date Ratified: 01 July 2019
Ratified By: Medicines Management and Governance Committee

Printed, written or electronic direction (see Notes) authorises the supply of medication to patient

The medicine is available as prepack (PP), it is ‘in date’ and the label directions match the dosage on the printed, written or electronic direction

An authorised health care professional (HCP), who is not the prescriber, selects PP from medicine cupboard

Authorised HCP endorses PP label (in space provided):
- Patient name
- Date of supply
- Number of days to be take for
- Expiry date (e.g. antibiotic suspension)

Authorised HCP annotates the direction with:
- The batch number (BN) and expiry date (EXP)
- ‘PP’ to signify a prepack has been supplied
- The quantity of prepacks supplied
- The HCP must then sign the printed or written direction or record on the electronic direction so it is clear who has made the supply to the patient

Documentation
- The authorised HCP must ensure that each item prescribed on the direction is accounted for (e.g. by annotating PP)
- If a supply is not given to the patient the reason must be annotated on the direction e.g. ‘patient states they have a sufficient supply at home’

Authorised HCP provides the patient with information regarding their medications
This should include:
- What the medicine is for, common side effects, referral mechanism if problems occur and planned follow up
- How to take the medication i.e. “take one every day in the morning”
- Ensures the patient receives a “Patient Information Leaflet” (PIL) along with the medicines. If this is not available with the medicines they can be obtained and printed from:
  http://www.medicines.org.uk/emc/default.aspx

Notes

What is a direction?
- A printed direction - eRecord ‘Discharge Medication List’ (see Medicine Policy appendix 1 for guidance), or a patient group direction (PGD)
- A written direction - a signed out-patient prescription or signed an interim discharge letter
- An electronic direction - is only suitable for users of SystmOne where the direction cannot be printed

What is a prepack (PP)?
- A medicine with a pharmacy dispensing label attached that includes details of the drug, form, strength, quantity, intended dosage and any relevant BNF warning labels
- Under no circumstances must the dosage instructions be changed
- Only the patient name and date of supply (and if appropriate number of days of treatment and expiry date) must be written on the label

Who can be an authorised HCP?

All Health Care Professionals listed below can become authorised, if they have fulfilled the pre-requisite for their profession, and have fulfilled the following criteria:

They must:
- Have 6 months experience working in the clinical area, and have successfully completed a period of preceptorship or induction.
- Maintain continuing professional development pertaining to their area of practice (including written directions) and in line with current evidence.
- Received instructions on the procedure for the supply of prepacked (PP) drugs by a senior nurse or pharmacist
- Proven competent to administer drugs against a prescription.
- Be named on the official Ward/ Unit list of staff authorised to supply PP drugs.
  (Individuals may appear on more than one list)

Pre-requisite for Nurses
- 1st level Registered Nurse on part RN/ RNA, RN8 / RNc, RM of the NMC register.

Pre-requisite for Podiatrists
- Podiatrist registered with the Health professions Council (HPC)

Pre-requisite for Paramedics
- Paramedic registered with the Health and Care professions Council (HCPC)

Pre-requisite for Dentists
- Qualified Dentist registered with the General Dental Council (GDC)

Pre-requisite for Doctors
- Qualified Doctor who holds full registration with the General Medical Council (GMC)

Storage of the direction
- Written Direction: the top copy of the should be sent to pharmacy and a copy filed in the patient’s notes
- Printed directions: eRecord - file in the patient’s notes , PGD – supply to be recorded as outlined in PGD
- Electronic direction- saved within the patient’s record