NHS

Good Practice Guidance for Care Homes

Process; Interim Prescriptions Request

This may be necessary for requesting medicines part way through the monthly medicine cycle such as responding to admission of new residents, changes to medication or when 'as required' medication have been required more frequently than anticipated since monthly order completed

- Complete interim prescription request form using guidance below.
- Confirm reason for request
- Confirm urgency for prescription (may require to be issued same day) (If this not clear on Communication form the surgery may process in usual manner of **at least 48 hours**)
- Refer to calendar to check quantity required until start of new monthly cycle.
- If request for New resident's medication or medication due to change request sufficient quantity to last until next Week 1 of cycle
- Complete Interim request Tracker sheet .
- If request for a 'when required' medication check all storage locations before ordering; indicated clearly on Communication form why extra required mid month.
- Confirm collection arrangements such as a member of staff from the Home will collect the prescriptions from the surgery or surgery will send prescriptions directly to the Pharmacy as indicated on request (or previously arranged)
- Forward to prescribing GP practice in the usual manner e.g. fax or delivery to the practice