

PATIENT NAME:

Date of Birth/CHI No.:

Box 7 OXYGEN

Tick if patient is a CO2 retainer

Target SpO2 <input type="radio"/> 94–98% <input type="radio"/> 88–92% <input type="radio"/> Other	Review and sign regularly	02																			
Delivery <input type="radio"/> Continuous <input type="radio"/> As required		06																			
Prescriber _____ Signature _____ Date _____		10																			
Target SpO2 <input type="radio"/> 94–98% <input type="radio"/> 88–92% <input type="radio"/> Other		14																			
Delivery <input type="radio"/> Continuous <input type="radio"/> As required		18																			
Prescriber _____ Signature _____ Date _____		22																			

Box 8 REGULAR MEDICINES

			Circle / enter times below ↓	Enter dates below				Month:				Year:								
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Box 9 AS REQUIRED MEDICINES

MEDICINE				Date															
				Time															
Dose	Route	Max freq/dose	Start date	Dose															
				Route															
Prescriber		Signature	Review date	Given															
				Check															
Additional instructions/Indication				Pharmacy															
				New on this admission?	<input type="radio"/> Yes <input type="radio"/> No		Continue on discharge?	<input type="radio"/> Yes <input type="radio"/> No		Duration	Date	Signature							
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Guidelines for completing the Scottish prescription and administration record

Box 1 PATIENT DETAILS		Box 2 DRUG ALLERGIES AND HYPERSENSITIVITIES	
1.1	Record the patient's CHI number, name, date of birth and address. These can be provided by an addressograph label but care must be taken to ensure the correct label is attached.	2.1	This section <i>must be completed</i> before any medicine is given to the patient.
1.2	Record the patient's weight, where dosage requires it. Height, body mass index (BMI) and body surface area should be written onto the chart if necessary.	2.2	Take a careful history from the patient or carer, fill in the appropriate box and sign and date this action.
1.3	Indicate the presence of co-morbidities that might influence prescribing such as renal impairment (eGFR<30), liver impairment (not merely raised LFTs), heart disease, pregnancy or breast feeding by filling in the circles. Write 'resolved' next to the circle if no longer relevant.	2.3	Any previous reactions and their description should be recorded and any new reactions during the admission added, signed and dated, and <i>reported to the MHRA</i> .
Box 3 OTHER MEDICINES CHARTS			
3.1	There should only be a single prescription record in use at any time for each patient. A new record should be used for each hospital admission. When full, an old record can be cancelled by drawing two parallel lines across the front and writing 'CANCELLED'. It should be authorised by the prescriber's <i>signature</i> and <i>date of cancellation</i> . The presence of previous prescription records are indicated by filling the requisite number of circles in the first line.		
3.2	The presence of other medicines charts in use must be highlighted by filling out the relevant circle and its date of commencement and subsequent discontinuation.		
Box 4 MEDICINES RECONCILIATION		Box 5 THROMBOPROPHYLAXIS	
4.1	Record the sources of information that informed the medication history at admission.	5.1	Record the presence of any specific risk factors for thromboembolism and bleeding.
4.2	The person taking prime responsibility for reconciling the medicines to be prescribed on admission with the existing prescriptions should sign and date to indicate that these decisions have been made. The space for notes should be used to record clearly why any existing prescriptions have been omitted and the reasons for that decision.	5.2	Record, date and sign the decision that is taken regarding thromboprophylaxis in the boxes provided. Any amendments to this decision should be recorded on the lines below.
Box 6 ONCE ONLY MEDICINES			
6.1	Use this box to prescribe medicines that must be given once only, urgently, or as pre-medication prior to an anaesthetic. Intended time of administration should be indicated using the 24 hour clock format (e.g. 16.45). Prescriptions should follow the general rules set out below for regular medicines.		
Box 7 OXYGEN			
7.1	SpO ₂ 94-98% is appropriate for most patients; 88-92% is used for patients at risk of retaining CO ₂ . Specify the starting device and flow/concentration (e.g. 'Venturi 24%', 'nasal cannulae 2L/min') on the chart and in the medical notes and also by verbal handover. To stop oxygen, cross-through, date and initial the active prescription.		
7.2	Alter oxygen delivery as necessary to keep the SpO ₂ within the prescribed target range. Review oxygen delivery and SpO ₂ at least every 4 hours and initial this chart (enter 'X' if oxygen is not in use). Record the SpO ₂ , oxygen delivery device and flow/concentration on the observations (Early Warning) chart.		
Box 8 REGULAR MEDICINES			
8.1	PRESCRIBING. Prescriptions should be written legibly in black ink, dated and signed by the responsible prescriber in a way that allows them to be identified. There are boxes to enter prescriber contact details and review date, if required. Enter the dates, month and year in the space provided at the top of the box.		
8.2	Names of medicines should be the generic International Non-proprietary Name (INN) as stated in the <i>British National Formulary</i> . The only exceptions are a small number of combination preparations where there is no generic name and modified-release preparations where there are important bioavailability differences between brands. Names should be written in <i>block capitals</i> . Avoid the use of abbreviations (e.g. write 'ISOSORBIDE MONONITRATE' not 'ISMO').		
8.3	Doses must be stated in the International System of Units (SI Units), where possible. The only acceptable abbreviations are for grams (g), milligrams (mg), millilitres (mL) and litres (L) may be used. Micrograms, nanograms, 'Units' and other units must be written in full. Decimal points should always have a number covering in front. Decimal points should be clearly prominent and ideally, centred. Whole numbers should be kept whole (e.g. 5 mg and not 5.0 mg). Quantities of 1 gram or more should be written as gram/grams. Quantities less than 1 gram should be written as milligrams (e.g. 500 mg). Quantities less than 1 mg should be written in micrograms (e.g. 100 micrograms, not 0.1 mg). Liquids should be prescribed by weight not volume (e.g. mg not mL).		
8.4	Routes of administration are abbreviated as follows: IV – intravenous, IM – intramuscular, INH – inhaled, NEB – nebulised, SC – subcutaneous, SL – sublingual, PR – rectal, PV – vaginal, PEG/NG/RIG – via enteral tube, TOP – topical, ID – intradermal. Never abbreviate 'ORAL' or 'INTRATHECAL'. Care should be taken in specifying 'RIGHT' or 'LEFT' for eye drops and ear drops.		
8.5	Frequency of administration should be indicated by circling the intended administration times. Any variations from the standard times can be written in 24 hour format in the box provided. Space is provided for comments on important administration advice not detailed elsewhere (e.g. whether a medicine should be taken with food, type of inhaler device used, indication (if unclear), and anything else relevant that the dispenser should know). State here any monitoring requirements and the times for peak/trough plasma levels that need to be taken. If a course of treatment is for a known time period, cross off subsequent days when the medicine is not required (e.g. for a short course of an antibiotic). Support medicines reconciliation by indicating whether or not a prescription is new by filling the relevant circle. Those medicines that are to be prescribed on discharge can be indicated in the box provided. Changes in dose and/or frequency should be made by discontinuing the prescription and re-prescribing the medicine on a new line; do not alter existing instructions. Discontinue medications with diagonal lines through the prescribing and administration boxes. Sign and date this action and consider writing a supplementary note to inform colleagues about this action.		
8.6	ADMINISTRATION. Nursing staff should not administer medicines that are incorrectly or ambiguously prescribed, or that, in their professional opinion, represent a hazard to the patient. All such prescriptions should be discussed urgently with the prescriber (or deputy). Nurses should initial the relevant box clearly to indicate that administration has taken place. Reasons for non-administration should be indicated by entering the appropriate code and initialling the box. Ensure appropriate action is taken as a result of any omission.		
8.7	Codes for non-administration of medicines: 1 – patient refuses, 2 – patient not present, 3 – medicine not available, 4 – administration route not available, 5 – nausea/vomiting, 6 – asleep or drowsy, 7 – patient self-administering, 8 – withheld because prescription unclear/unsafe, 9 – withheld on doctors instruction, 10 – withheld because of a possible adverse drug reaction.		
8.8	PHARMACY. Pharmacists checking prescriptions should append comments in the box provided. They should sign and date their reviews using the daily record at the bottom of the regular medicines box.		
Box 9 AS REQUIRED MEDICINES			
9.1	Use the box provided to indicate the maximum frequency (e.g. 2-hrly, 4-hrly). Prescribers should also record the indication for administration and additional instructions such as the maximum dose in any 24-hour period.		
Box 10 INFUSION PRESCRIPTIONS			
10.1	This box is reserved for continuous infusions of given by the IV or SC route and should not be used for blood products. Many units will have separate charts for infusions of specialist drugs (e.g. insulin, vancomycin). The fluid and strength should be stated clearly (e.g. 'sodium chloride 0.9%', 'Hartmann's solution'). The volume of fluid should always be stated in 'mL'. Any electrolyte or drug added to the fluid and its dose should be stated clearly (e.g. 'KCl 20 mmol'). The intended duration of the infusion should be stated in 'h' or 'min' but may also be given as a rate in 'mL/h'.		
10.2	All fluid prescriptions should be signed by the prescriber who should also record their name clearly. The staff members who prepare, check and administer the infusion should write their initials in the half boxes provided. The start and finish times of all infusions should be recorded. Prescribers who wish to indicate a specific start time for an infusion should prefill the half box provided.		