

Guidelines for the administration of medicines

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Protecting the public through professional standards

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Guidelines for the administration of medicines

ARCHIVED PUBLICATION

This version of the *Guidelines for the administration of medicines* was revised in August 2004 to bring it into line with changes brought about by the Nursing and Midwifery Order 2001. The original version was published by the former United Kingdom Central Council for Nursing, Midwifery and Health Visiting (UKCC) in October 2000. It was later revised in April 2002 following the establishment of the Nursing and Midwifery Council (NMC). The current guidelines remain essentially unchanged and the revisions relate to changes in the NMC register and to historical and legislative updates. The NMC will keep these guidelines under review and will notify all registered nurses, midwives and specialist community public health nurses whenever further amendments are made.

Guidelines for the administration of medicines

As the regulatory body for nurses, midwives and specialist community public health nurses, the primary function of the Nursing and Midwifery Council (NMC) is public protection through professional standards. One of the most important ways of serving the public interest is through providing advice and guidance to registrants on professional issues. The purpose of this booklet is to establish principles for safe practice in the management and administration of medicines by registered nurses, midwives and specialist community public health nurses.

Because of the many changes that have taken place in relation to medicines management and the way health care is developed in the United Kingdom, the advice previously given by the regulatory body on the administration of medicines has been reviewed. *Guidelines for the administration of medicines* replaces the 1992 document *Standards for the administration of medicines*. It was revised by the NMC in April 2002 and again in August 2004. Many of its principles remain of equal relevance today, for example:

“The administration of medicines is an important aspect of the professional practice of persons whose names are on the Council’s register. It is not solely a mechanistic task to be performed in strict compliance with the written prescription of a medical practitioner. It requires thought and the exercise of professional judgement...”

Many government and other agencies are involved in medicines management from manufacture, licensing, prescribing and dispensing, to administration. An extensive range of guidance on these issues is provided by the relevant bodies. Sources of information are listed on pages 14–15. One of the best sources of advice locally is usually your pharmacist.

As with all NMC guidance, this booklet is neither intended to be a rule book nor a manual. Nor is it intended to cover every single situation that you may encounter during your career. Instead, it sets out a series of guidelines or principles that we hope will enable you to think through the issues and to apply your professional expertise and judgement in the best interests of your

patients. It will also be necessary to develop and refer to additional local policies or protocols to suit local needs. Within the document, the word 'patient' is used for convenience to refer to a person receiving medication, irrespective of the environment in which they are residing.

Principles in relation to the prescription

As a registered nurse, midwife or specialist community public health nurse, you are accountable for your actions and omissions. In administering any medication, or assisting or overseeing any self-administration of medication, you must exercise your professional judgement and apply your knowledge and skill in the given situation. When administering medication against a prescription written manually or electronically by a registered medical practitioner or another authorised prescriber, the prescription should:

- ▶ be based, whenever possible, on the patient's informed consent and awareness of the purpose of the treatment
- ▶ be clearly written, typed or computer-generated and be indelible (please refer to the NMC's *Guidelines for records and record keeping*)
- ▶ clearly identify the patient for whom the medication is intended
- ▶ record the weight of the patient on the prescription sheet where the dosage of medication is related to weight
- ▶ clearly specify the substance to be administered, using its generic or brand name where appropriate and its stated form, together with the strength, dosage, timing, frequency of administration, start and finish dates and route of administration
- ▶ be signed and dated by the authorised prescriber
- ▶ not be for a substance to which the patient is known to be allergic or otherwise unable to tolerate
- ▶ in the case of controlled drugs, specify the dosage and the number of dosage units or total course; if in an out-patient or community setting, the prescription should be in the prescriber's own handwriting; some prescribers are subject to handwriting exemption but the prescription must still be signed and dated by the prescriber.

Instruction by telephone to a practitioner to administer a previously unprescribed substance is not acceptable. In exceptional circumstances, where the medication has been previously prescribed and the prescriber is unable to issue a new prescription, but where changes to the dose are considered necessary, the use of information technology (such as fax or e-mail) is the preferred method. This should be followed up by a new prescription confirming the changes within a given time period. The NMC suggests a maximum of 24 hours. In any event, the changes must have been authorised before the new dosage is administered.

Prescribing by nurses, midwives and specialist community public health nurses

The *Medicinal Products: Prescription by Nurses Act 1992* and subsequent amendments to the pharmaceutical services regulations allow health visitors and district nurses, who have recorded their qualification on the NMC register, to become nurse prescribers. The preparation for this new area of practice is also included in the appropriate programmes to enable newly-qualified health visitors and district nurses to prescribe. Practitioners whose prescribing status is denoted on the register and who are approved within their employment setting may prescribe from the *Nurse Prescribers' Formulary*. Nurse, midwife and specialist community public health nurse prescribers must comply with the current legislation for prescribing and be accountable for their practice.

Patient group directions (group protocols)

Changes to medicines legislation, which came into effect in August 2000, clarify the law in relation to the supply or administration of medicines under patient group directions. You must follow the guidance supplied by your government health department regarding implementation.

A patient group direction is a specific written instruction for the supply and administration of a named medicine or vaccine in an identified clinical situation. It applies to groups of patients who may not be individually identified before presenting for treatment. Patient group directions are drawn up locally by doctors or, if appropriate, by dentists, pharmacists and other health

professionals. They must be signed by a doctor or dentist and a pharmacist, both of whom should have been involved in developing the direction, and must be approved by the appropriate health care body.

Dispensing

If, under exceptional circumstances, you are required to dispense, there is no legal barrier to this practice. However, this must be in the course of the business of a hospital and in accordance with a doctor's written instructions.

In a dispensing doctor's practice, nurses may supply to patients under a particular doctor's care, when acting under the directions of a doctor from that practice.

Dispensing includes such activities as checking the validity of the prescription, the appropriateness of the medicine for an individual patient, assembly of the product, labelling in accordance with legal requirements and providing information leaflets for the patient.

If you, as a registered nurse, midwife or specialist community public health nurse, are engaged in dispensing, this represents an extension to your professional practice. The patient has the legal right to expect that the dispensing will be carried out with the same reasonable skill and care that would be expected from a pharmacist.

Principles for the administration of medicines

In exercising your professional accountability in the best interests of your patients, you must:

- ▶ know the therapeutic uses of the medicine to be administered, its normal dosage, side effects, precautions and contra-indications
- ▶ be certain of the identity of the patient to whom the medicine is to be administered
- ▶ be aware of the patient's care plan
- ▶ check that the prescription, or the label on medicine dispensed by a pharmacist, is clearly written and unambiguous

- ▶ have considered the dosage, method of administration, route and timing of the administration in the context of the condition of the patient and co-existing therapies
- ▶ check the expiry date of the medicine to be administered
- ▶ check that the patient is not allergic to the medicine before administering it
- ▶ contact the prescriber or another authorised prescriber without delay where contra-indications to the prescribed medicine are discovered, where the patient develops a reaction to the medicine, or where assessment of the patient indicates that the medicine is no longer suitable
- ▶ make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the patient, ensuring that any written entries and the signature are clear and legible; it is also your responsibility to ensure that a record is made when delegating the task of administering medicine
- ▶ where supervising a student in the administration of medicines, clearly countersign the signature of the student.

Some drug administrations can require complex calculations to ensure that the correct volume or quantity of medication is administered. In these situations, it may be necessary for a second practitioner to check the calculation in order to minimise the risk of error. The use of calculators to determine the volume or quantity of medication should not act as a substitute for arithmetical knowledge and skill.

It is unacceptable to prepare substances for injection in advance of their immediate use or to administer medication drawn into a syringe or container by another practitioner when not in their presence. An exception to this is an already established infusion which has been instigated by another practitioner following the principles set out above, or medication prepared under the direction of a pharmacist from a central intravenous additive service and clearly labelled for that patient.

In an emergency, where you may be required to prepare substances for

injection by a doctor, you should ensure that the person administering the drug has undertaken the appropriate checks as indicated above.

Midwives should refer to the NMC's *Midwives rules and standards* for specific additional information.

Aids to support compliance

Self-administration from dispensed containers may not always be possible for some patients. If an aid to compliance is considered necessary, careful attention should be given to the assessment of the patient's suitability and understanding of how to use an appropriate aid safely. However, all patients will need to be regularly assessed for continued appropriateness of the aid. Ideally, any compliance aid, such as a monitored dose container or a daily/weekly dosing aid, should be dispensed, labelled and sealed by a pharmacist.

Where it is not possible to get a compliance aid filled by a pharmacist, you should ensure that you are able to account for its use. The patient has a right to expect that the same standard of skill and care will be applied by you in dispensing into a compliance aid as would be applied if the patient were receiving the medication from a pharmacist. This includes the same standard of labelling and record keeping. Compliance aids, which are able to be purchased by patients for their own use, are aids that are filled from containers of dispensed medicines. If you choose to repackage dispensed medicines into compliance aids, you should be aware that their use carries a risk of error.

Self-administration of medicines

The NMC welcomes and supports the self-administration of medicines and the administration of medication by carers wherever it is appropriate. However, the essential safety, security and storage arrangements must be available and, where necessary, agreed procedures must be in place.

For the hospital patient approaching discharge, but who will continue on a prescribed medicines regime on the return home, there are obvious benefits in adjusting to the responsibility of self-administration while still having access to

professional support. It is essential, however, that where self-administration is introduced, arrangements are in place for the safe and secure storage of the medication, access to which is limited to the specific patient.

Where self-administration of medicines is taking place, you should ensure that records are maintained appropriate to the environment in which the patient is being cared for.

It is also important that, if you are delegating this responsibility, you ensure that the patient or carer/care assistant is competent to carry out the task. This will require education, training and assessment of the patient or carer/care assistant and further support if necessary. The competence of the person to whom the task has been delegated should be reviewed periodically.

Complementary and alternative therapies

Complementary and alternative therapies are increasingly used in the treatment of patients. Registered nurses, midwives and specialist community public health nurses who practise the use of such therapies must have successfully undertaken training and be competent in this area (please refer to *The NMC code of professional conduct: standards for conduct, performance and ethics*). You must have considered the appropriateness of the therapy to both the condition of the patient and any co-existing treatments. It is essential that the patient is aware of the therapy and gives informed consent.

Management of errors or incidents in the administration of medicines

It is important that an open culture exists in order to encourage the immediate reporting of errors or incidents in the administration of medicines. If you make an error, you must report it immediately to your line manager or employer.

Registered nurses, midwives and specialist community public health nurses who have made an error, and who have been honest and open about it to their senior staff, appear sometimes to have been made the subject of local disciplinary action in a way that might discourage the reporting of incidents

and, therefore, be potentially detrimental to patients and the maintenance of standards.

The NMC believes that all errors and incidents require a thorough and careful investigation at a local level, taking full account of the context and circumstances and the position of the practitioner involved. Such incidents require sensitive management and a comprehensive assessment of all the circumstances before a professional and managerial decision is reached on the appropriate way to proceed. If a practising midwife makes or identifies a drug error or incident, she should also inform her supervisor of midwives as soon as possible after the event.

The NMC supports the use of local multi-disciplinary critical incident panels, where improvements to local practice in the administration of medicines can be discussed, identified and disseminated.

When considering allegations of misconduct arising from errors in the administration of medicines, the NMC takes great care to distinguish between those cases where the error was the result of reckless or incompetent practice or was concealed, and those that resulted from other causes, such as serious pressure of work, and where there was immediate, honest disclosure in the patient's interest. The NMC recognises the prerogative of managers to take local disciplinary action where it is considered to be necessary but urges that they also consider each incident in its particular context and similarly discriminate between the two categories described above.

Legislation

There are a number of pieces of legislation that relate to the prescribing, supply, storage and administration of medicines. It is essential that you comply with them. The following is a summary of those that are of particular relevance.

Medicines Act 1968

This was the first comprehensive legislation on medicines in the United Kingdom. The combination of this primary legislation and the various statutory

instruments (secondary legislation) on medicines produced since 1968 provides the legal framework for the manufacture, licensing, prescription, supply and administration of medicines.

Among recent statutory instruments of particular relevance to registered nurses, midwives and specialist community public health nurses is *The Prescription Only Medicines (Human Use) Order 1997, SI No1830*. This consolidates all previous secondary legislation on prescription-only medicines and lists all of the medicines in this category. It also sets out who may prescribe them. The sections on exemptions are of particular relevance to midwives, including those in independent practice, and to nurses working in occupational health settings.

The *Medicines Act 1968* classifies medicines into the following categories:

Prescription-only medicines (POMs)

These are medicines that may only be supplied or administered to a patient on the instruction of an appropriate practitioner (a doctor or dentist) and from an approved list for a nurse prescriber. The pharmacist is the expert on all aspects of medicines legislation and should be consulted.

Pharmacy-only medicines

These can be purchased from a registered primary care pharmacy, provided that the sale is supervised by the pharmacist.

General sale list medicines (GSLs)

These need neither a prescription nor the supervision of a pharmacist and can be obtained from retail outlets. Generally, no medication should be administered without a prescription. However, local policies or patient group directions should be developed to allow the limited administration of medicines in this group to meet the needs of patients.

Misuse of Drugs Act 1971

This prohibits the possession, supply and manufacture of medicinal and other products, except where such possession, supply and manufacture has been made legal by the *Misuse of Drugs Regulations 1985*. The legislation is

concerned with controlled drugs and categorises these into five separate schedules. As a registered nurse, midwife or specialist community public health nurse, you should be particularly familiar with the regulations concerning schedule 2 medicines such as morphine, diamorphine and pethidine, and schedule 3 drugs such as barbiturates. If you are responsible for the storage or administration of controlled drugs, you should be aware of the content of the *Misuse of Drugs Regulations 1985* and the *Misuse of Drugs (Safe Custody) Regulations 1973*. Queries are often raised in relation to prescriptions for schedule 2 medicines (controlled drugs). The legislation states that the prescription should:

- ▶ be in ink or such as to be indelible, and be signed and dated by the prescriber, issuing it in their usual handwriting with their signature
- ▶ specify the dose to be taken and, in the case of a prescription containing a controlled drug which is a preparation, the form and, where appropriate, the strength of the preparation, and either the total quantity (in both words and figures) of the preparation or the number (in both words and figures) of dosage units, as appropriate, to be supplied; in any other case, the total quantity (in both words and figures) of the controlled drug to be supplied. If you have any queries in relation to the misuse of drugs, or if you are aware of illicit substances being in the possession of a patient, you must refer to and act on local policy and/or appropriate government health department guidance.

Unlicensed medicines

An unlicensed medicine is the term used to refer to a medicine that has no product licence. If an unlicensed medicine is administered to a patient, the manufacturer has no liability for any harm that ensues. The person who prescribes the medicine carries the liability. This may have implications for you in obtaining informed consent.

If a medicine is unlicensed, it should only be administered to a patient against a patient-specific prescription and not against a patient group direction. However, medication which is licensed but used outside its licensed indications may be administered under a patient group direction if such use is

exceptional, justified by best practice and the status of the product is clearly described. In addition, you should be satisfied that you have sufficient information to administer the drug safely and, wherever possible, that there is acceptable evidence for the use of that product for the intended indication.

Information and advice

This is not intended to be a definitive list but simply a guide to some of the organisations which can provide you with additional information and advice in relation to the administration of medicines.

Royal Pharmaceutical Society of Great Britain
1 Lambeth High Street
London SE1 7JN
Telephone 020 7735 9141

The Pharmaceutical Society of Northern Ireland
73 University Street
Belfast BT7 1HL
Telephone 028 90 326 927

Scottish Pharmaceutical General Council
42 Queen Street
Edinburgh EH2 3NH
Telephone 0131 467 7766

Office of the Chief Pharmacist
Department of Health
Richmond House
79 Whitehall
London SW1A 2NS
Telephone 020 7210 5761

Home Office
50 Queen Anne's Gate
London SW1H 9AP
Telephone 020 7273 3474

Medicines and Healthcare Products Regulatory Agency
Market Towers
1 Nine Elms Lane
London SW8 5NQ
Telephone 020 7084 2000

NMC Professional Advice Service
23 Portland Place
London W1B 1PZ
Telephone 020 7333 6541/6550/6553
Fax 020 7333 6538
E-mail advice@nmc-uk.org
Web site www.nmc-uk.org

Useful publications

The *British National Formulary* and the *Nurse Prescribers' Formulary* are published jointly by the British Medical Association and the Royal Pharmaceutical Society of Great Britain. Copies are available from the Pharmaceutical Press, PO Box 151, Wallingford, Oxfordshire OX10 8QU.

The *Monthly Index of Medical Specialities* (MIMS) is available from MIMS Subscriptions, PO Box 43, Ruislip, Middlesex HA4 0YT, telephone 020 8845 8545 or fax 020 8845 7696.

The *Review of Prescribing, Supply and Administration of Medicines: A Report on the Supply and Administration of Medicines under Group Protocols*, (Crown I) (Department of Health, London, April 1998) was published under cover of Health Service Circular (HSC) 1998/051 in England; Management Executive letter (MEL) (98)29 in Scotland; Welsh Health Circular (WHC) (98)27 in Wales, and by each Chief Professional Officer to their respective professional groups in Northern Ireland. Copies are available from the NHS response line on 0541 555 455. The *Review of Prescribing, Supply and Administration of Medicines: Final Report* (Crown II) (Department of Health, London 1999) is available from the same source. *Medicines, Ethics and Practice: A Guide for Pharmacists* is published annually and is available from the Royal Pharmaceutical Society of Great Britain. Copies of all legislation cited in this publication are available from local branches of The Stationery Office. The drugs manufacturer's data sheet is also an essential source of information.

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