

# Formulary Policy

July | 2017

**Responsible Committee:** Quality Committee

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**Next Review Due:** July 2018

## 1. INTRODUCTION

This policy is based on the National Out-of-Hours (OOH) Formulary (available at [http://www.ppa.org.uk/ppa/edt\\_intro.htm](http://www.ppa.org.uk/ppa/edt_intro.htm)) and takes account of local prescribing patterns, policies and guidelines.

The formulary contains a minimum list of drugs that will meet urgent patient needs that cannot safely be deferred until their own GP practice is next open, and provide an efficient cost-effective service.

Prescribing medication in the OOHs situation is different from prescribing during the day. The OOH doctor is providing urgent care in the context of an individual's on-going management and therefore any long term decisions should be taken when they are next reviewed by their registered GP.

The Department of Health guidance, *delivering the OOH Review* (2004) promotes the use of a limited formulary of drugs in the OOH setting for the following reasons:

1. To provide access to drugs for the few situations where:
  - (a) Treatment needs to be started without delay (e.g. for shingles)
  - (b) Medication is needed to provide immediate or early symptom relief (e.g. palliative care drugs).
2. To standardise services across the different providers and provide patients with access to a consistent level of OOH care.

## 2. SCOPE

This policy applies to all SELDOC duty doctors/pharmacists and should be read with the following policies:

- Administration and Supply of Medicines Policy
- Controlled Drug Prescribing Policy
- High Risk Medicine Prescribing Policy
- Remote Worker Prescribing Policy
- Repeat Prescribing Policy
- Duty Doctor handbook
- Duty Pharmacist handbook

### 3. RESPONSIBILITIES OF DUTY DOCTORS AND PHARMACISTS

All Duty Doctors/Pharmacists should be aware of the formulary policy and are responsible for prescribing appropriately and in line with all SELDOC prescribing policies. Basic training in the use of Adastra IT system in relation to prescribing must be undertaken by all prescribers at induction.

### 4. SELDOC FORMULARY

The SELDOC formulary is evidence-based and consistent with expert advice. It has been developed in line with national policy to act as guidance for Duty Doctors/Pharmacist prescribing OOH and serves as a reference tool for measuring the appropriateness of OOH prescribing.

This revision is in accordance with guidelines for OOH organisations, changes to local antibiotic prescribing guidelines and input from GP members. The appendixes A to D contain the following lists of medications and where they are stocked.

- SELDOC General Unscheduled care OOH formulary (contains the list of all medications available for GPs to administer directly to patients). All of these medications are stocked at Dulwich base.
- List all medicines stocked in the Doctors' blue bags
- List all injectable medicines stocked in the black injectable pouch
- List of medication kept in the fridge at Dulwich base.

#### 4.1 Stocked Medication

All of the formulary drugs are stocked **for direct supply to the patient**. These should be used only when a pharmacy convenient for the patient to access is not open.

The following principles have been followed:

- Combination medicines are not stocked
- **Access to controlled drugs will remain unchanged. SELDOC currently do not stock CD's** (please refer to the Controlled Drugs Policy for more detail)

#### 4.2 Guidance on Supplying Stocked Medication Directly to Patients

This procedure will be changing soon to take into account the use of FP10-REC forms in recording medications given to patients from stock. This will replace the current system of recording (Appendix E and F).

Please refer to the Administration and Supply of Medicines Policy and remember to:

- Complete the log with Lot no, expiry date and patient number (see medication record sheet for oral medicines and injectable medications – **Appendix E and F**)
- The drug, formulation, dose, quantity, batch number and expiry date should be clearly stated in the clinical record
- Medication dispensed must be recorded in the dispensed medication records sheet in each Blue Bag (including batch number, expiry date and date of issue)

### 4.3 Special Instructions regarding Paediatric Antibiotics

Paediatric antibiotics are stocked in powdered form and must be reconstituted with water by the Duty Doctor/Pharmacist according to the following procedure:

- Fill a clean cup with tap water
- Draw up the water using the 50ml syringe provided
- Add the required volume of water directly to the powder
- Seal the bottle and shake well before dispensing

A 2.5ml or 5ml syringe must be provided to enable the parent/guardian to give the child the stated 2.5 ml or 5ml dose respectively

## 5. PRESCRIBING

### 5.1 Adastra

The Adastra prescribing template enables selection of medication from the following lists:

- **Formulary (the SELDOC formulary)**
- **Full list** (All BNF listed medication)

### 5.2 Formulary

**The Formulary should be selected as the default list** as it contains nationally agreed medicines for OOH services to provide urgent and immediately necessary treatment.

### 5.3 Stocked Medicines

Please refer to the Administration and Supply of Medicines Policy and remember to issue stock via Adastra using the **handwritten** option. This will automatically record an appropriate entry in the patient's notes. [\(The use of FP10-REC forms will be introduced soon and this policy will be amended accordingly\).](#)

## **6. RECORD-KEEPING AND PRESCRIBING AUDITS**

The duty doctor/pharmacist must enter a record of all medication prescribed in the patient's medical records. This will occur automatically when an FP10 is issued when consulting from SELDOC base, other centres or home-working laptops.

All duty doctors/pharmacist will be audited on their compliance with the formulary which contains medicines for immediately necessary medication. The percentage of prescribing within the formulary is expected to be high.

### **6.1 HOME VISITS**

#### **6.1.1 Hand-written FP10NC**

This prescription is issued for patient to obtain the medication from a community pharmacy. It is important that a record of all medication prescribed – name, formulation, strength dose and quantity must be entered in the patient's medical record or any hand-written records of the consultation.

#### **6.1.2 Medication and Equipment Available to the Doctor**

The operations team will ensure that four doctor's bags accompany doctors undertaking home visits:

1. The Blue Bag which contains all of the non-injectable formulary drugs
2. The black injectable pouch which contains all the injectable formulary drugs
3. The Silver Case which contains medical equipment and devices e.g. glucometer
4. The Black Bag which contains devices that cannot fit into the other bags such as the nebuliser.

It is important that a record of all medication supplied – name, formulation, strength dose and quantity - is entered in the patient's computerised medical record (or, if unavailable, the hand-written records) and the accompanied bag/pouch record sheet (Appendix E and F).

### **6.2 BASE APPOINTMENTS**

#### **6.2.1 Hand-written FP10NC**

This prescription is issued for patient to obtain the medication from a community pharmacy. It is important that a record of all medication prescribed – name, formulation, strength dose and quantity must be entered in the patient's medical record or any hand-written records of the consultation.

### **6.2.2 Medication and Equipment Available to the Doctor**

The operations team will ensure that four doctor's bags are available to doctors working at base locations:

1. The Blue Bag which contains all the non-injectable formulary drugs
2. The black injectable pouch which contains all the injectable formulary drugs
3. The Silver Case which contains medical equipment and devices e.g. glucometer
4. The Black Bag which contains devices that cannot fit into the other bags such as the nebuliser.

It is important that a record of all medication supplied – name, formulation, strength dose and quantity - is entered in the patient's computerised medical record (or, if unavailable, the hand-written records) and the accompanied bag/pouch record sheet (Appendix E and F).

**APPENDIX A – SELDOC GENERAL UNSCHEDULED CARE OUT OF HOURS FORMULARY. ALL MEDICATIONS ARE AVAILABLE IN BASES AND HOME VISITING CARS EXCEPT ITEMS THAT REQUIRE REFRIDGERATION.THESE ARE ONLY STOCKED AT DULWICH BASE**

<b>BNF Category</b>	<b>Drug</b>
<b>Anaphylaxis/Allergy</b>	
	Epinephrine (Adrenaline) Injection 1:1000 (1mg/ml) in 1ml
	Chlorphenamine 10mg in 1ml Injection
	Chlorphenamine 4mg Tablets
	Chlorphenamine 2mg/5ml Suspension
	Hydrocortisone 100mg in 1ml Injection
<b>Analgesia and Pyrexia</b>	
	Codeine 30mg Tablets
	Diclofenac 75mg in 3ml Injection
	Ibuprofen 200mg Tablets
	Ibuprofen 100mg/5ml Suspension
	Naproxen 250mg Tablets
	Paracetamol 120mg/5ml Suspension
	Paracetamol 500mg Tablets
<b>Antibiotics</b>	
	Amoxicillin 250mg Capsules
	Amoxicillin 250mg per 5ml Suspension
	Amoxicillin 500mg Capsules
	Benzylpenicillin (600mg vial for reconstitution) Injection
	Cefalexin 500mg Capsules
	Cefotaxime (1000mg vial for reconstitution) Injection
	Cefotaxime (500mg vial for reconstitution) Injection

	Clarithromycin 250mg Tablets
	Co-amoxiclav 250mg/125mg Capsules
	Doxycycline 100mg Capsules
	Erythromycin 250mg per 5ml Suspension
	Flucloxacillin 500mg Capsules
	Metronidazole 400mg Tablets
	Nitrofurantoin 50mg Capsules
	Phenoxymethylpenicillin 250mg Tablets
	Phenoxymethylpenicillin 250mg/5ml Suspension
	Trimethoprim 200mg Tablets
	Trimethoprim 50mg/5ml Suspension
<b>Antiviral</b>	
	Acyclovir 200mg Tablets
<b>Asthma / Respiratory</b>	
	AeroChamber plus device plus Standard(blue), Infant device(orange) and child (yellow) with mask
	Ipratropium nebuliser (500mcg/2ml)
	Salbutamol nebuliser (2.5mg/2.5ml)
	Salbutamol metered dose inhaler
	Prednisolone 5mg Tablets
	Volumatic spacer + face mask

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<b>Cardiac</b>	
	Aspirin 300mg Soluble Tablets
	Atropine 600mcgs in 1ml Injection
	Furosemide 40mg Tablets
	Furosemide 50mg in 5ml Injection
	Glyceryl Trinitrate Spray
<b>Convulsion</b>	
	Diazepam 5mg Rectal Tubes
<b>Diabetes</b>	
	Glucagon kit (1mg vial pre-filled syringe) <b>FRIDGE</b>
	Blood Glucose Testing Strips
	Dextrogl <sup>®</sup> tubes 25g or Glucogel
<b>Eyes</b>	
	Chloramphenicol 1% OINTMENT
	Fucidic acid 1% eye drops
	Fluorescein Ophthalmic strips
<b>Psychiatric/ CNS</b>	
	Diazepam 2mg Tablets
	Diazepam 10mg in 2ml Injection
	Haloperidol 5mg in 1 ml Injection
	Lorazepam 1mg Tablets
	Procyclidine 10mg in 2ml Injection

<b>Gastrointestinal</b>	
	Cyclizine 50mg in 1ml Injection
	Dioralyte <sup>®</sup> /Electrolade <sup>®</sup> sachet/oral rehydration salt
	Domperidone 10mg Tablets
	Dioralyte <sup>®</sup> /Electrolade <sup>®</sup> sachet/oral rehydration salt
	Enema (Fleet Phosphate Enema/Fletchers Enema or Micralax Enema)
	Glycerol Adult Suppositories 4g
	Hyoscine Butylbromide 10mg Tabs (Buscopan)
	Hyoscine Butylbromide 20mg in 1ml Injection
	Loperamide 2mg Capsules
	Metoclopramide 10mg Injection
	Omeprazole 20mg Capsules
	Prochlorperazine 12.5mg in 1ml Injection
	Prochlorperazine 3mg Tablets (Buccastem)
<b>Obstetrics and Gynaecology</b>	
	Clotrimazole 1% cream
	Urine test kit
	Pregnancy testing kit
	Syntometrine Injection (intra or post-partum obstetric emergencies) <b>FRIDGE</b>



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Palliative Care	* Medications also appear in other categories in the formulary.
	Cyclizine 50mg in 1ml Injection*
	Dexamethasone 4mg in 1ml Injection
	Diazepam 2mg Tablets*
	Diazepam 10mg in 2ml Injection*
	Domperidone 10mg Tablets*
	Glycopyrronium 200mcg in 1ml Injection
	Haloperidol 5mg in 1ml Injection*
	Hyoscine Butylbromide 10mg Tabs (Buscopan)*
	Hyoscine Butylbromide 20mg in 1ml injection*
	Levomepromazine Hydrochloride 25mg/ml Injection
	Lorazepam 1mg Tablets*
	Metoclopramide 10mg Injection*
	Prochlorperazine 12.5mg in 1ml Injection*
	Prochlorperazine 3mg Tablets (Buccastem)*
Miscellaneous	
	Naloxone 400mcg in 1ml Injection
	Phytomenadione MM 2mg in 0.2ml Injection (Vitamin K)
	Water for Injection 10ml

## APPENDIX B – LIST OF URGENT MEDICATIONS IN DOCTORS BLUE BAGS

<b>Quantity In bag</b>	<b>Name of drug</b>
1 OP	Acyclovir 200mg Dispersible tablets (x35)
1 OP	Amoxicillin 250mg/5ml Suspension (x100ml)
1 OP	Amoxicillin 125mg/5ml Suspension (x100ml)
1 OP	Amoxicillin 500mg Capsules (x21)
1 OP	Amoxicillin 250mg Capsules (x21)
1 OP	Aspirin 300mg Soluble Tablets (x32)
1 OP	Cefalexin 500mg Tablets (x21)
1 OP	Chloramphenicol 1% Eye Ointment 4g (x1 tube)
1 OP	Chlorphenamine 4mg Tablets (x28)
1 OP	Chlorphenamine 2mg/5ml solution (x100ml)
1 OP	Clarithromycin 250mg Tablets (x14)
1 OP	Co-Amoxiclav 500mg/125mg Tablet (x21)
1 OP	Codeine Phosphate 30mg Tablet (x28)
1 OP	DextroGel tube 25g (x1)
1 OP	Diazepam 2mg Tablets (x3)
1 OP	Diazepam 5mg Rectal tube (x1)
1 OP	Dioralyte Sachets (x6)
1 OP	Domperidone 10mg Tablets (x30)
1 OP	Doxycycline 100mg Capsules (x14)
1 OP	Enema (Fleet Phosphate Enema/Fletchers Enema or Micralax Enema) (x1)
1 OP	Erythromycin 250mg/5ml Susp (x100ml)
1 OP	Flucloxacillin 500mg Capsules (x28)
1 OP	Fucidic 1% eye drops (x1 tube)
1 OP	Furosemide 40mg Tablets (x28)
1 OP	Glycerine Adult 4g Sup (x12)
1 OP	Glyceryl Trinitrate Spray (x1)

1 OP	Hyoscine Butylbromide 10mg Tabs (Buscopan) (x20)
1 OP	Ipratropium nebuliser 500mcg/2ml Nebule (x5)
1 OP	Ibuprofen 100mg/5ml (x100ml)
1 OP	Ibuprofen 200mg Tab (x24)
1 OP	Loperamide 2mg Capsules (x30)
1 OP	Lorazepam 1mg Tablets (x28)
1 OP	Metronidazole 400mg Tablets (x21)
1 OP	Naproxen 250mg Tablets (x28)
1 OP	Nitrofurantoin 50mg Capsules (x28)
1 OP	Omeprazole 20mg Capsules (x28)
1 OP	Paracetamol 120mg/5ml Suspension (x100ml)
2 OP	Paracetamol 500mg Tablets (x32)
1 OP	Phenoxymethylpenicillin 250mg/5ml Suspension (x100ml)
2 OP	Phenoxymethylpenicillin 250mg Tablets (x28)
1 OP	Prednisolone 5mg Tablets (x30)
1 OP	Prochlorperazine 3mg Tablets (Buccastem)
1 OP	Salbutamol M Dose Inhaler (x1)
1 OP	Salbutamol nebuliser 2.5mg/2.5ml Nebule (x5)
1 OP	Trimethoprim 200mg Tab (x14)
1 OP	Trimethoprim 50mg/5ml Suspension (x100ml)

NB: OP = Original pack container

**APPENDIX C – LIST OF URGENT INJECTABLE MEDICATIONS IN THE BLACK POUCH**

<b>Drug name</b>	<b>Quantity</b>
Adrenaline 1mg in 1ml (1:1000)	2
Atropine 600 mcg in 1ml	2
Benzylpenicillin 600mg (powder to dilute with 1.6 to 2ml WFI)	2
Cefotaxime 1000mg (powder to dilute with 4ml WFI)	1
Cefotaxime 500mg (powder to dilute with 2ml WFI)	1
Chlorphenamine (Piriton) 10mg in 1ml	1
Cyclizine 50mg in 1ml	1
Dexamethasone 3.3mg in 1 ml (=4mg)	1
Diclofenac (Voltarol) 75mg in 3ml	1
Diazepam (Diazemuls) 10m in 2ml	1
Furosemide 50mg in 5ml	1
Glycopyrronium 200mcg in 1ml Injection	1
Haloperidol 5mg in 1ml	1
Hydrocortisone solution 100mg in 1ml	1
Hyoscine Butylbromide 20mg in 1ml	1
Levomepromazine 25mg in 1ml	1
Metoclopramide 10mg in 2ml	1
Naloxone 400mcg in 1ml	2
Procyclidine 10mg in 2ml	1
Phytomenadione (Vit K) 2mg in 0.2ml	1
Prochlorperazine (Stemetil) 12.5mg in 1mg	1
Water for injections (WFI) vial 10mls	1

## APPENDIX D – LIST OF MEDICATIONS KEPT IN THE FRIDGE

The following items are in the general formulary but are only stocked in the Fridge (s) at Dulwich base

1. Syntometrine injection
2. Glucagon injection

## APPENDIX E MEDICATION RECORD SHEET (EXAMPLE PAGE)

SELDOC RECORD OF MEDICATION DISPENSED DIRECTLY TO PATIENTS FROM BLUE BAG

BLUE BAG NO:      DATE OF SEALING:      DATE OF OPENING:      SITE OF OPENING:      BASE OR CAR:      DATE OF REFILLING:

Quantity	Drug / Dose / Form	Batch No	Exp Date	Adastra No.	Date	Doctor	
						Print Name	Sign
1 OP	Acyclovir 200mg Dispersible Tablets (x35)						
1 OP	Amoxicillin 250mg/5ml Suspension (x100ml)						
1 OP	Amoxicillin 125mg/5ml Suspension (x100ml)						
1 OP	Amoxicillin 500mg Capsules (x21)						
1 OP	Amoxicillin 250mg Capsules (x21)						
1 OP	Aspirin 300mg Soluble Tablets (x32)						
1 OP	Cefalexin 500mg Tablets (x21)						
1 OP	Chloramphenicol 1% Eye Ointment 4g (x1 tube)						
1 OP	Chlorphenamine 4mg Tablets (x28)						
1 OP	Chlorphenamine 2mg/5ml solution (x100ml)						
1 OP	Clarithromycin 250mg Tablets (x14)						
1 OP	Co-Amoxiclav 500mg/125mg Tablet (x21)						
1 OP	Codeine Phosphate 30mg Tablet (x28)						
1 OP	DextroGel tube 25g (x1)						
1 OP	Diazepam 2mg Tablets (x3)						
1 OP	Diazepam 5mg Rectal tube (x1)						
1 OP	Dioralyte Sachets (x6)						
1 OP	Domperidone 10mg Tablets (x30)						

## APPENDIX F INJECTABLE MEDICATION RECORD SHEET (EXAMPLE PAGE)

SELDOC RECORD OF MEDICATION DISPENSED DIRECTLY TO PATIENTS FROM INJECTABLE POUCH						
POUCH NO:	DATE OF SEALING:	DATE OF OPENING:	SITE OF OPENING:	BASE OR CAR:	DATE OF REFILLING:	

Quantity	Drug / Dose / Form	Batch No	Exp Date	Aداstra No.	Date	Doctor	
						Print Name	Sign
2	Adrenaline 1mg in 1ml (1:1000)						
2	Atropine 600 mcg in 1ml						
2	<del>Benzylpenicillin</del> 600mg (powder to dilute with 1.6 to 2ml WFI)						
1	<del>Cefotaxime</del> 1000mg (powder to dilute with 4ml WFI)						
1	<del>Cefotaxime</del> 500mg (powder to dilute with 2ml WFI)						
1	<del>Chlorphenamine (Piriton)</del> 10mg in 1ml						
1	<del>Cyclizine</del> 50mg in 1ml						
1	<del>Dexamethasone</del> 3.3mg in 1 ml (=4mg)						
1	<del>Diclofenac (Voltarol)</del> 75mg in 3ml						
1	<del>Diazepam (Diazemuls)</del> 10m in 2ml						
1	<del>Furosemide</del> 50mg in 5ml						
1	<del>Glycopyrronium</del> 200mcg in 1ml Injection						
1	<del>Haloperidol</del> 5mg in 1ml						
1	<del>Hydrocortisone</del> solution 100mg in 1ml						
1	<del>Hyoscine Butylbromide</del> 20mg in 1ml						
1	<del>Levomopromazine</del> 25mg in 1ml						
1	<del>Metoclopramide</del> 10mg in 2ml						
2	<del>Naloxone</del> 400mcg in 1ml						
1	<del>Procyclidine</del> 10mg in 2ml						
1	<del>Phytomenadione (Vit K)</del> 2mg in 0.2ml						
1	<del>Prochlorperazine (Stemetil)</del> 12.5mg in 1mg						
1	Water for injections (WFI) vial 10mls						

\*\* IF ANY DISCREPANCIES BETWEEN MEDICATION PRESENT IN BLUE BAG AND RECORD OF MEDICATION DISPENSED – PLEASE INFORM SELDOC PHARMACIST AND CLINICAL GOVERNANCE TEAM IMMEDIATELY \*\* [seldoc.clingov@nhs.net](mailto:seldoc.clingov@nhs.net)