

# Repeat Prescribing Policy

November | 2018

**Responsible Committee:** Quality Committee

**Date Effective:** November 2018

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**Supersedes:** July 2017

**Next Review Due:** November 2019

**Version Number:** 3.0

**Comments (details of change):**

## 1. INTRODUCTION

South East London Doctors Co-operative (SELDOC) provides out-of-hours and unscheduled primary care services to patients registered with a GP practice in Lambeth, Lewisham, Southwark, Merton, Kingston, Wandsworth and Sutton CCGs including unregistered patients residing within its boundaries.

The service SELDOC provides is for urgent medical conditions, not for routine care such as the issue of repeat prescriptions. However, it may become necessary, if there is an immediate requirement to provide medicines that a patient obtains routinely from their registered general practitioner.

## 2. LEGAL, ETHICAL AND GOOD PRACTICE GUIDANCE FOR PRESCRIBING

The law relating to prescribing of medicines is detailed in the Medicines Act 1968<sup>1</sup>, the Misuse of Drugs Act, 1971 (as amended)<sup>2</sup> and the Misuse of Drugs Regulations 2001<sup>3</sup> and the General Medical Council (GMC) expects doctors to comply with the standards of good practice set out in their guidance – *Good practice in prescribing medicines – guidance for doctors*<sup>4</sup>, *The Single Competency Framework for all prescribers*<sup>5</sup>. This policy will be updated in response to changes in regulations.

### 2.IMPORTANT CONSIDERATIONS

The documents cited above are clear on the following principles:

SELDOC Duty doctors/pharmacists should not prescribe repeat prescriptions unless there is an urgent requirement to do so. The urgent requirement must be documented in the Adastral record.

If you are the doctor/pharmacist signing and issuing the prescription you bear the legal and professional responsibility for that treatment

You should only prescribe medicines to meet your patient's identified needs and never for others' convenience. If you issue a prescription you should first check that the medicines are still needed, effective and tolerated and that the patient's condition is stable enough to warrant the repeat prescription without further examination or assessment.

You should consider if the medicine is required before the next working day

<sup>1</sup><http://www.legislation.gov.uk/ukpga/1968/67/contents>

<sup>2</sup><http://www.legislation.gov.uk/ukpga/1971/38/contents>

<sup>3</sup><http://www.legislation.gov.uk/uksi/2001/3998/contents/made>

<sup>4</sup>[http://www.gmc-uk.org/guidance/ethical\\_guidance/prescriptions\\_faqs.asp](http://www.gmc-uk.org/guidance/ethical_guidance/prescriptions_faqs.asp)

<sup>5</sup> <http://www.rpharms.com/support-pdfs/prescribing-competency-framework.pdf>

#### 4. KEY PRINCIPLES

SELDOC expects the following principles to be followed by all prescribing doctors and pharmacists:

4.1 The legal responsibility for the prescription lies with the person who signs the prescription.

4.2 The doctor should consider if the repeat medicine is required urgently before the next working day by:

- clearly identifying whether the patient has a sufficient supply of medicines until the next working day
- considering the consequences of not having a continued supply of medicines until the next working day
- considering the risks associated with the requested medicine, i.e. risk of side effects or abuse (see linked Prescribing Policy for High Risk Medicines)
- considering alternative access to medicines such as:
  - purchasing over the counter medicines
  - obtaining an advance supply, this will not usually exceed 5 days' supply, from the patient's usual community pharmacy for regular long-term medicines.

4.3 In the circumstances when an emergency issue of a repeat prescription is required then the **smallest practical amount must** be prescribed to cover treatment until the next working day. This will not usually exceed **5 days' supply or an original pack** (e.g. oral contraceptive, antibiotic solution).

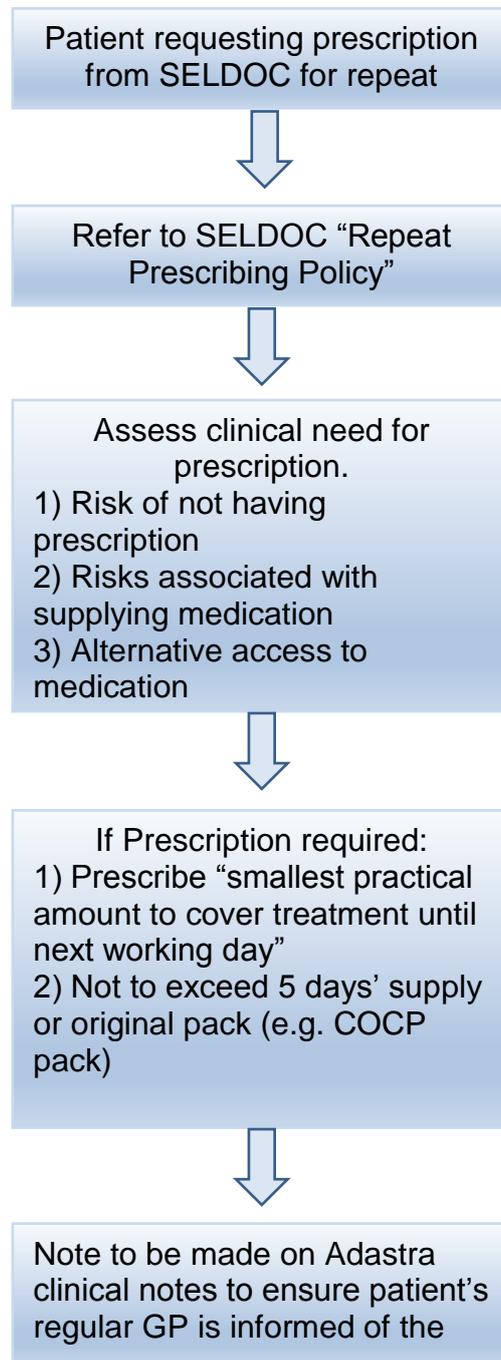
4.4 For remote workers, the following information must be available to the base/advice doctor signing the prescription

- complete patient details (name, age, address)
- complete drug history details
- known medicines sensitivities or allergies – 'none known' must be stated if appropriate
- adequate assessment of the patient's conditions and current symptoms

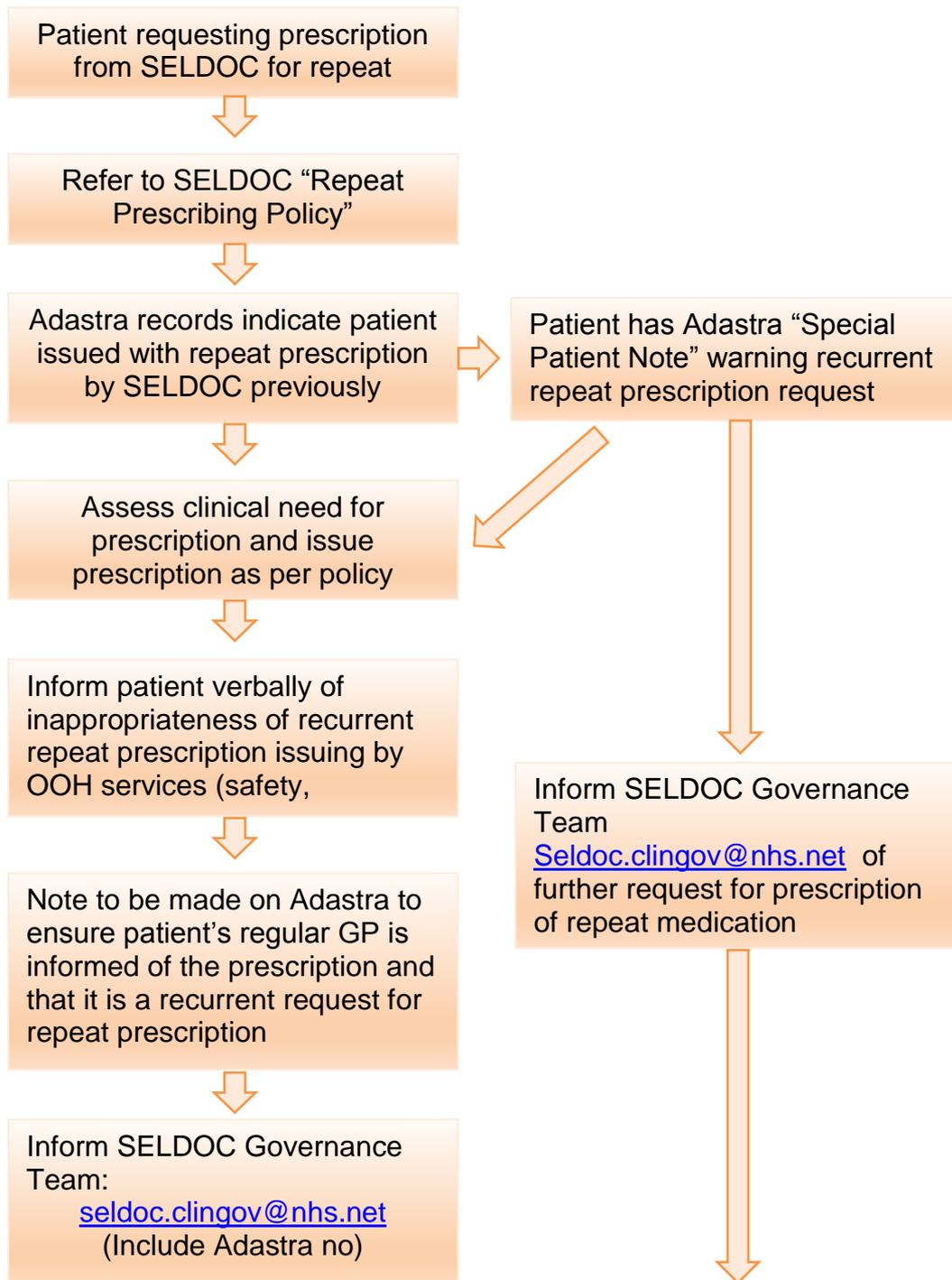
4.5 The emergency repeat prescription issue must be recorded on Adastra so that SELDOC can ensure that the patient's GP is informed.

4.6 Prescribing is audited and reviewed by the Chief Pharmacist and the Clinical Governance Team regularly. Prescribing patterns of individual doctors are also undertaken in response to a concern or incident.

# SELDOC Repeat Prescription Issuing Flowchart



## SELDOC Recurrent Requests for Repeat Prescription Issuing Flowchart



### Governance Team To:

- 1) Write letter to patient informing them of SELDOC "Repeat Prescribing Policy"
- 2) Write letter to patient's registered GP informing them of recurrent requests for repeat prescribing
- 3) "Special Patient Note" to be added to patient's care record on Adastra, alerting future encounters of previous multiple requests +/- case management plan