

# Administration

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**Spend a couple of minutes reflecting on the following questions...**

How do you ensure you are administering the correct dose and type of medication?

What information do you have available to you about the patient, or medicine, before administering?

Where do we get the necessary information from?

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Prescription

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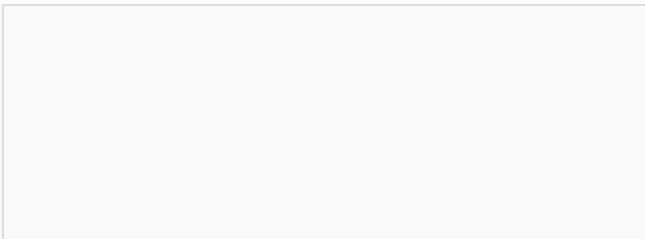
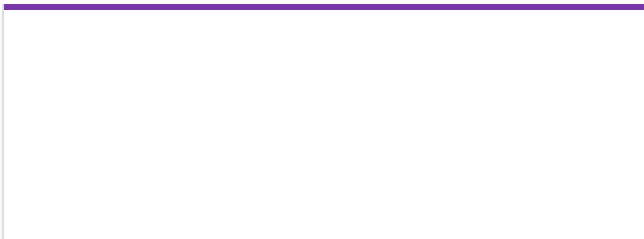
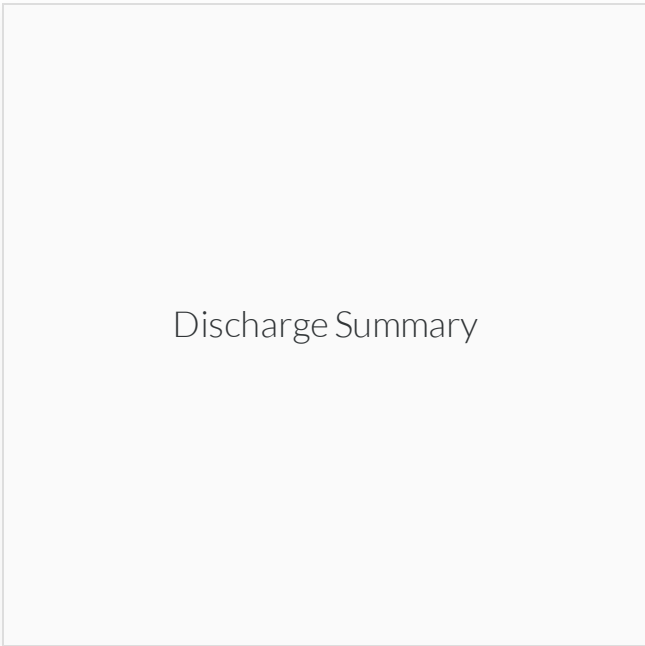
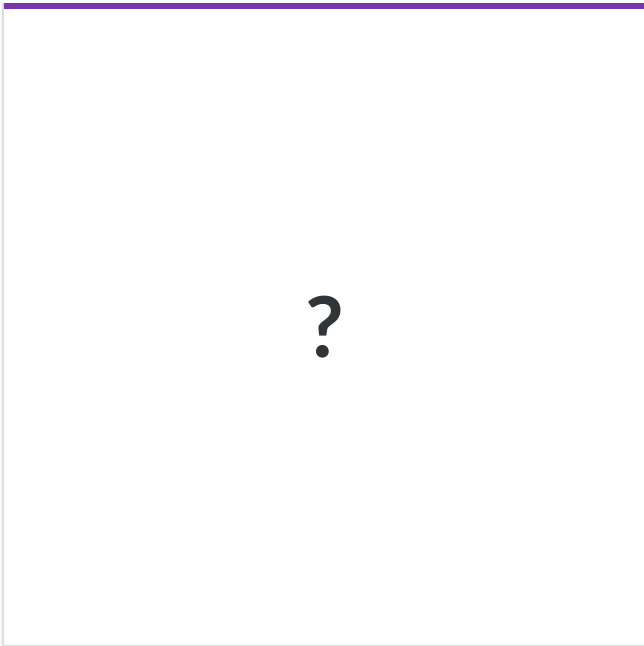
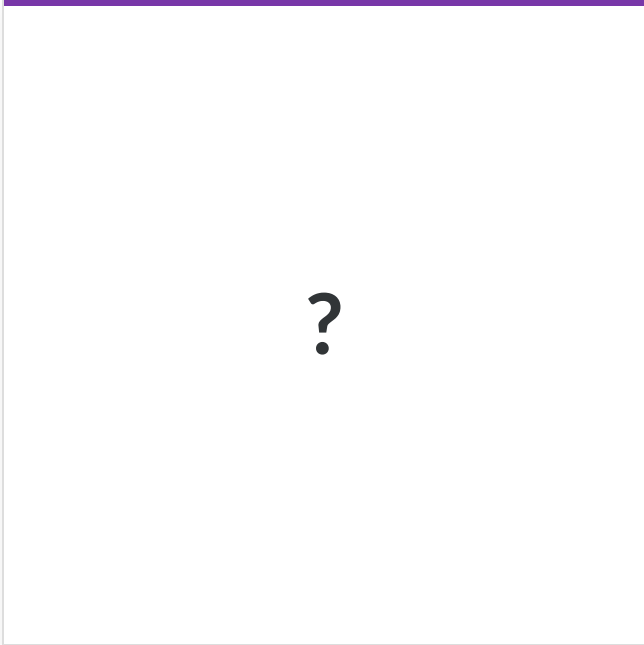
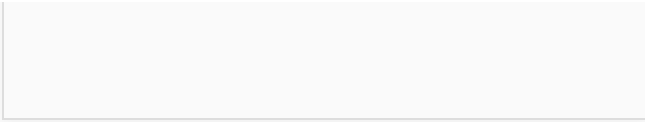
Patient

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Patient Information Leaflet (PIL) and Summary of Product Characteristics (SPC). There are available at [medicines.org.uk](http://medicines.org.uk). See resources page.

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Carers and/or Relatives



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GP Records

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Pharmacist

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Drug Chart / Administration  
Chart

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Hospital Records

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Reference Resources (BNF,  
CBNF, etc.)



Complete the content above before moving on.

# What information should you be looking for?

## About the Patient :

- 1 Name / Address / Date
  - 2 Medical History
  - 3 Allergies and Intolerance
  - 4 Existing Medication
  - 5 Social History
  - 6 Any warnings / cautions / preferences
- 

## About the Drug :

- 1 Drug Name, Preparation etc.

- 2 Reason - What is it for?
- 3 Usual Doses
- 4 Frequency
- 5 Route / Device
- 6 Course length - lifelong / short term
- 7 Likely Benefits
- 8 Contraindications and Cautions
- 9 Drug Side Effects
- 10 Interactions
- 11 What happens if a dose is missed?
- 12 Storage Requirements

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Do you have authorisation to  
administer?



The [Medicines Act 1968](#) states “no person shall administer (otherwise than to himself) any such medicinal product unless he is an appropriate practitioner or a person acting in accordance with the directions of an appropriate practitioner”.

This means that in care service settings staff should be satisfied that they are authorised to administer medicines by one of the following:

## Prescription / Patient Specific Direction (PSD)

- Prescription: A written authorisation by a prescriber for a specific patient.
- Patient Specific Direction: An instruction to administer a medicine to a list of individually named patients where each patient on the list has been individually assessed by that prescriber.

## Patient Group Direction (PGD)

- [Patient Group Directions](#) allow healthcare professionals to supply and administer specified medicines to pre-defined groups of patients without a prescription.

For more information about PGDs, [click here](#).

## Who can prescribe?

As well as doctors and dentists, a range of non-medical healthcare professionals can prescribe medicines for patients as either Independent or Supplementary Prescribers.

### Independent Prescribers

Independent prescribers are practitioners who have undertaken formal training to assess, diagnose and make appropriate decisions, taking full responsibility for clinical management when prescribing.

### Supplementary Prescribers

Supplementary prescribers are those nurses, pharmacists and allied health professionals who have undertaken formal training and will take responsibility for the continuing care of patients/clients and prescribe within an agreed clinical management plan.

### Community Practitioners

Community practitioners are Health Visitors, District Nurses and Community Staff Nurses who have undertaken formal training and who will take responsibility for the continuing care of patients/clients and prescribe from a Nurses Prescribing Formulary that includes dressings, appliances and a limited list of medicines relevant to community nursing and health visiting. The list is available [here](#).

## Who can prescribe?



Complete the content above before moving on.

## Test your Knowledge

A change of instruction can be made by a prescriber as a verbal order

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- True
- False



Complete the content above before moving on.

A medication may be administered on receipt of a faxed instruction.

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True



False



Complete the content above before moving on.

A Controlled Drug can be administered on the receipt of verbal order.

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True



False



Complete the content above before moving on.