NHS
Barts Health
NHS Trust

Supplying pre-pack medicines- e-learning

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Aim of the programme

The aim of this programme is to enable Barts Health NHS Trust Staff facilitate safe and effective discharge using pre-pack medicines. This learning is intended for all staff involved in the discharge of patients using pre-pack medicines.

Introduction

In this programme we consider:

- What are pre-pack medicines and legislation underpinning the supply of pre-pack medicines to patients.
- Who can carry out pre-pack medicine supply to patients.
- Pathway for the supply of pre-pack medicines to patients within Barts Health NHS Trust.
- Required records and documentation *(both written and verbal)* following the supply of pre-pack medicines to patients.

Learning objectives

On completion of all aspects of this learning programme you should be able to:

- Outline the roles and responsibilities of staff in relation to the supply of pre-pack medicines.
- List staff members with authority to supply pre-pack medicines to patients.
- Describe best practice for the supply of pre-pack medicines to patients.
- Identify what the supply pathway should look like for a safe and effective discharge using pre-pack medicines.
- Describe the training requirements before staff are authorised to supply pre-pack medicines.
- Outline the documentation and record keeping when supplying pre-pack medicines.
- Apply this learning to your practice in order to reduce the risk of errors during the supply of pre-pack medicines.

What are pre-pack medicines?

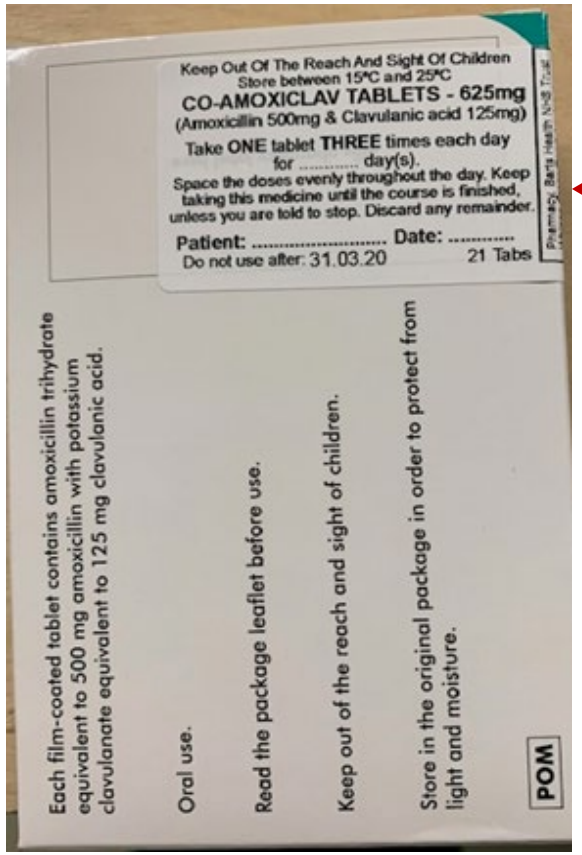
- Medicines supplied to patients must be labelled in accordance with: ***The Medicines for Human Use (Marketing Authorisations Etc.) Regulations 1994*** and ***The Human Medicines Regulations 2012*.**
- When medicines are supplied to patients, there is a legal requirement for the following to appear on the supply label:
  - Name and strength of the medicine
  - Quantity in the container
  - Directions of how, and the frequency which the medicine should be taken
  - Name of the patient
  - Date of supply of the medicine
  - Name and address of the pharmacy / hospital from which the medicine was supplied
  - Labelled with 'Keep out of reach and sight of Children'
- In addition medicines supplied to patients must legally include a patient information leaflet (PIL).

What are pre-pack medicines?

- **Pre-labelled medicines (also referred to as TTA packs) are packs of medicines, which have enough statutory information included on the packing so that they fulfil the legal criteria for labelling of medicines.**

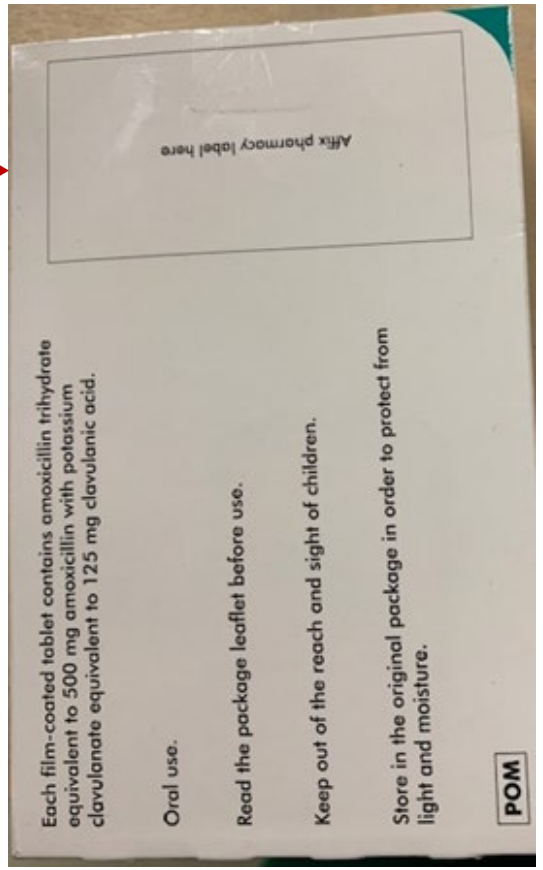
- **What are the differences between TTA packs and ward stock medicines?**
  - Ward stock medicines are supplied by Barts Health Pharmacy to wards or departments, for administration to patients against a valid prescription e.g. inpatient prescription chart.
  - **Ward stock medicines have no additional labelling and hence do not fulfil the legal criteria for direct supply to patients.**
  - **Medicines must not be issued directly to patients to take home from the ward or clinical area stock.**

What are pre-pack medicines?



<u>TTA pack</u> of co-amoxiclav with the statutory pre-printed label

<u>Ward stock</u> of co-amoxiclav. Note the absence of any pre-printed label on the box.



Authority to supply TTA packs directly to patients

- **Permanent qualified nurses or midwives who have been signed off as competent, and are named on the ward or departmental authorisation list** may prepare or second check TTA packs for direct supply to patients.

- The nurse or midwife must have six months experience working in the specialty, completed a period of preceptorship/local induction and the Trust intravenous competency assessment.

- Trust bank nursing/midwifery staff can become accredited at the ward or department manager's discretion.

- Any nurse or midwife who has not completed the accreditation **must** not be involved in the supply of TTA packs at any stage

Security and storage of TTA packs

- TTA packs **can only be supplied on approved wards or departments** within Barts Health NHS Trust.
- Each designated approved area will have a TTA pack stock list. It is the responsibility of the pharmacy team and ward or department manager to ensure that the stock list is reviewed **at least every six months**.
- Nurses or midwives can only supply TTA packs which are part of the agreed TTA pack stock list.
- TTA packs must be stored in **a dedicated, locked medicines cupboard** and **MUST NOT** be stored in the same cupboard as other medicines for inpatient use.
- **TTA packs should not be supplied to other wards or departments unless authorisation has been obtained from pharmacy.**

Process for the supply of TTA packs

TTA packs can only be supplied if one of three types of written directions are in place:

1. A **discharge or outpatient prescription** for in-patient attendances or day case procedures
2. A **Patient Specific Direction (PSD)**
3. A **Patient Group Direction (PGD)**

Process for the supply of TTA packs

Supplies of TTA packs to patients can only be made **from a written direction which is valid:**

- **If using a PSD or PGD,** both must be in date and valid before making the supply (refer to the trust PGD or PSD policy for further guidance)
- **If using a discharge or outpatient prescription** the prescription must include the following:
  a) The patient's name and address
  b) Patient's hospital number
  c) Date of birth of patient and age (if patient is under 12 years)
  d) Consultant
  e) Drug name, strength, and dosage
  f) Total quantity to supply or duration of treatment
  g) Where the prescription is hand written it must also be signed and dated by the prescriber
  h) Supply must occur within three days of the date the prescription has been written. If a supply is required 3-days after the prescription has been written, the prescriber or pharmacist should be contacted to ensure that the medicine is still clinical appropriate.

Contact a prescriber or pharmacist if there are any queries

Process for the supply of TTA packs

Before proceeding with the supply of a TTA pack, stop and check:

1. There is a valid written direction for the required medicine(s)- prescriptions must comply with legal requirements
2. There is a second accredited nurse or midwife available to carry out a second check
3. There are no clear contra-indications to the medicine being supplied e.g. patient is not allergic to the medicine
4. The required medicine is available as TTA pack on the ward or department

- **If YES to all the questions above then proceed with the supply.**

Process for the supply of TTA packs

STEPS FOR THE SUPPLY OF TTA PACK

- Select the correct TTA pack in accordance with the written direction.
- Check a PIL is available in the TTA pack
- Check expiry date of the TTA pack
- Check the following details on the TTA pack matches the information on the written direction:
    1. Drug name
    2. Drug strength
    3. Drug formulation
    4. Dosage (may need to be filled in by hand)
    5. Frequency (may need to be filled in by hand)
- **Contact a prescriber or pharmacist if there are any queries**

Process for the supply of TTA packs

In order to comply with legislation, the nurse or midwife preparing the supply must complete (in black ink) the remaining details on the TTA pack. These are:

1) Patient's name
2) Date of supply
3) Directions if required i.e. dose/frequency/duration

Before TTA packs are supplied to patients, it must be checked by a second authorised nurse or midwife on the ward or department. The second checker is responsible for the following:

1) Checking the name and strength of the TTA pack
2) Checking the quantity supplied
3) Checking directions for use are present and correct on the TTA pack and matches the written direction
4) Checking the patient's name and supply date are present and correct on the TTA pack
5) Checking the TTA pack medicine is in date

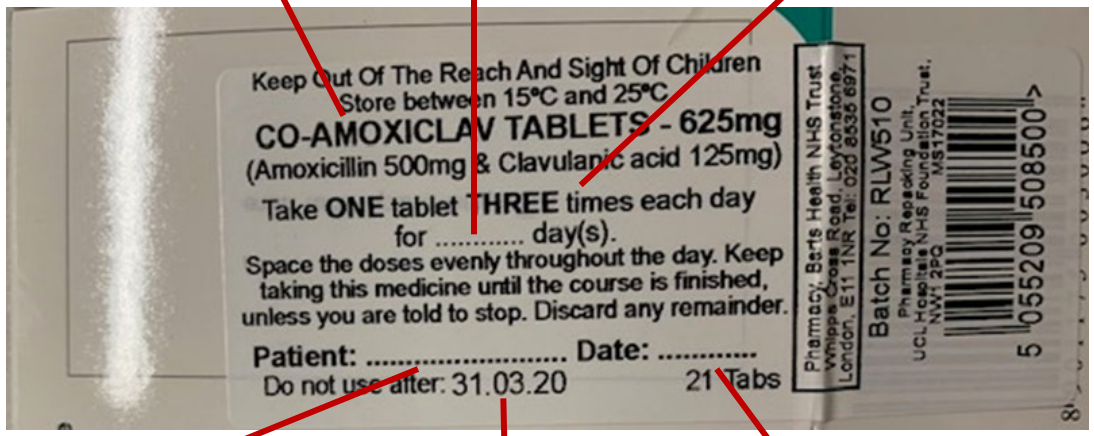
Checking and Labelling of TTA packs

Variable label pre - packs

Check drug name and strength

Check dose and frequency

Add duration of treatment



Add patient's name

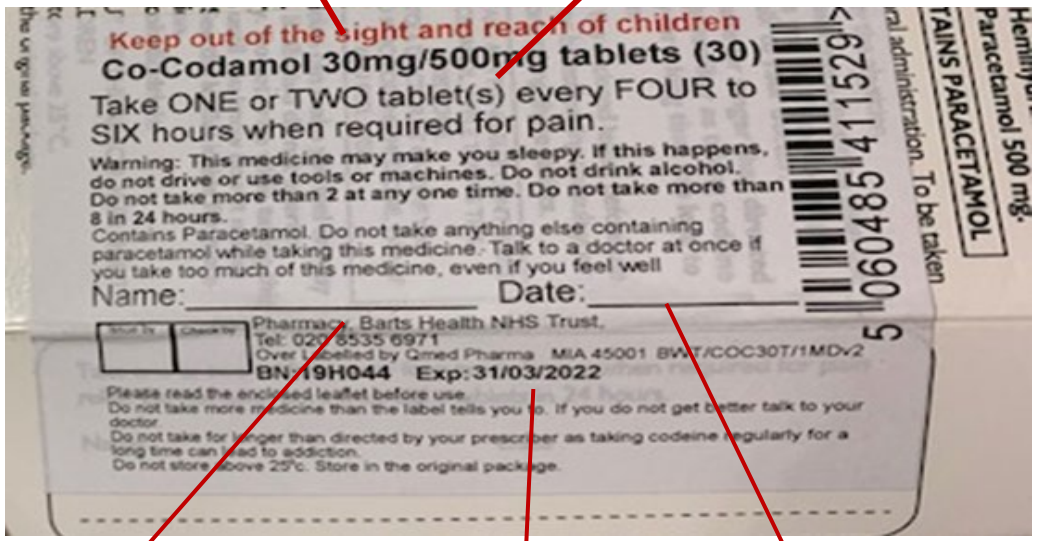
Add date of supply

Check expiry date

Standard Label Pre Packs

Check drug name and strength

Check dose and frequency



Add patient's name

Add date of supply

Check expiry date

Process for the supply of TTA packs

When a TTA pack is supplied to a patient, it must be documented in the patients' electronic notes and the TTA pack supply register. **This record should be made just before the medicine is supplied.**

For each TTA pack issued, the following must be recorded in the TTA pack supply register:

- Date of supply
- Patient's name
- Patient's hospital number
- Medicine name
- Medicine strength and form
- Quantity supplied
- Expiry date of the TTA pack
- Confirmation that the allergy status was checked
- Name and the signature of the nurse/midwife preparing the TTA pack
- Name and the signature of the nurse/midwife second checking the TTA pack

Process for the supply of TTA packs

- Once checked, the medicines can be given to the patient. **Medicines should be given to the patient or their representative (parent/carer) with an explanation of the following points to help patients take their medicine effectively:**
  - ✓ Name of medicine
  - ✓ Why the medicine has been prescribed
  - ✓ The dose required to be taken
  - ✓ How frequently a dose is to be taken
  - ✓ Any special method of administration e.g. before or after food
  - ✓ Common side effects
  - ✓ Any special storage requirements e.g. fridge item
  - ✓ Duration of treatment (course length) as appropriate and what to do if symptoms do not improve
  - ✓ What to do about missed doses
  - ✓ What to do with remaining/excess medicines

Safety and Record Keeping.

- The ward or department **TTA pack supply register** must be kept for **two years from the time the book is complete.**
- It is the responsibility of the ward/department manager to audit the effective and appropriate use of TTA packs within their area of responsibility. **This audit should be carried out yearly in collaboration with the pharmacy team.**

Do not forget……

- TTA packs can only be supplied if the the labelling instructions on TTA pack matches the dose as authorised in the written directions.
- **It is not permissible to:**
  - ✘ Remove or add tablets/capsules to a pack of medicines designated as a TTA pack.
  - ✘ Change the printed directions on the label of pre-pack medicines.
  - ✘ Supply the patient with ward or clinical area stock medicine.
  - ✘ Supply loose capsules or strips of tablets directly to patients either in makeshift containers or in envelopes with handwritten instructions.
- The pharmacy department will need to be contacted for any additional medicines on the written direction which are not available as TTA packs on the ward or department.

Final words and next steps

- Never supply any medication which is outside of your sphere of knowledge
- You are accountable for your actions and omissions
- Now you have completed the learning programme click on the link **e-assessment** to take the short test.