

Safe Prescribing Policy



Category	Policy
Summary	This policy outlines BAPAM's principles relating to prescribing medications. It is applicable to all BAPAM Medical Clinicians
Valid from	December 2018
Version	1.1
Date of next review	December 2021
Approval date/ via	BAPAM Medical Committee
Distribution	BAPAM clinicians e-mail & online forum Staff e-mail and meetings Public website
Related documents	<i>Clinical Governance Policy</i> <i>Medicine Management policy</i> <i>Incidents Policy</i>
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Further information/contacts	<i>GMC: Good practice in prescribing and managing medicines and devices</i> <i>www.gmc-uk.org/guidelines</i>

1. Aim

This policy outlines BAPAM's principles and procedures with regards to prescribing medications. It is applicable to all BAPAM's medically qualified clinicians.

Specifically, the policy outlines the conditions under which BAPAM Clinicians can write private prescriptions for BAPAM patients and the guidance they must adhere to.

2. Definitions

Medication: - a drug or other form of medicine that is used to treat disease

BAPAM Clinicians: in the format of this policy, this refers to BAPAM's medical practitioners who practice as assessing clinicians for BAPAM and have full registration with the GMC with a full licence to practise.

Prescription: an instruction written by a medical practitioner that authorises a patient to be issued with a medication.

3. Prescribing Guidance

BAPAM fundamentally operates as an advisory and referral service for performers. The only medical treatment offered by BAPAM Medical Clinicians is steroid injections, as detailed in BAPAM's *Medicines Management* policy. Our CQC registration relates only to these activities.

BAPAM is **not** registered to provide medications on prescription routinely for its patients. BAPAM clinicians who wish to do so must follow the guidance outlined below.

BAPAM **only** supports prescribing under the following circumstances:

- In an emergency situation when the medication is required as soon as possible for clinical reasons and no alternative provider is available e.g. the patient's own General Practitioner or a local GP walk in or out of hours service *and* the medication cannot be bought over the counter.
- The prescription is needed in order to administer a soft tissue steroid injection during a visit to the BAPAM clinic - as documented in BAPAM's *Medicines Management* policy – and is therefore issued by an authorised person.

In all other cases where a BAPAM Medical Clinician feels a medication would benefit a patient, they should recommend that the medication is prescribed by the patient's GP (see Appendix).

4. Process for Prescribing

All prescribing must adhere to the GMC guidance of 'good practice in prescribing' outlined below.

4.1 Prescribing in an 'emergency situation'

BAPAM Medical clinicians can issue a prescription if the medication is required as soon as possible for clinical reasons and no alternative provider is available.

The BAPAM Medical Clinician must ensure that: -

- They have adequate knowledge of the patient's health, and are satisfied that the medication serves the patient's needs.
- They provide effective treatment based on the best available evidence.
- The medication provided for the patient is compatible with any other treatments the patient is receiving, including over the counter medications
- The patient understands that the medicines are being prescribed privately, not under the NHS (or BAPAM) and therefore the patient will have to pay the private cost to the dispensing pharmacist.
- They notify the patient's GP regarding the medicines prescribed (or treatment started) by letter, and document the length of treatment, any monitoring requirements and any new allergies or adverse reactions identified. This information should also be provided to the patient.
- The prescription contains full details of the patient: name, date of birth and home address; and full details of the drug including dosage and quantity to be supplied.
- The prescription includes the prescribing doctor's signature, full name and qualifications, personal registered address, GMC registration number and their contact phone number in case of queries by the dispensing pharmacist. **BAPAM letterhead and contact details must not be used**
- Details of the consultation and recommendations are recorded in the patient notes at BAPAM, as well as a copy of the prescription and all related correspondence.

4.2 Prescribing Steroid Injection Material (SIM)

BAPAM Medical Clinicians must adhere to the guidelines for storing, administering and disposing of SIM as per BAPAM's *Medicines Management* policy.

5. Reporting Adverse Drug Reactions

Any adverse drug reactions, incidents and near misses involving medicines prescribed by a BAPAM Clinician must be reported in accordance with *BAPAM's Incident Policy*.

6. Roles and Responsibilities

All BAPAM Clinicians are responsible for familiarising themselves with this policy.

The responsibility for implementing and monitoring the policy lies with the Office and Clinics Manager and Director, in consultation with the Honorary Medical Director (and Associate Medical Director, if in post).

All BAPAM Medical Clinicians will be educated with regards to BAPAM's policy and procedures on prescribing.

Version 1.0 = 14 December 2015; Version 1.1 = March 2016 (Updated by D Charnock)

Review = December 2018

Rview = December 2021

Appendix

Prescribing recommendations for General Practitioners

In clinical cases where a medication is considered to be beneficial to the patient's complaint, the Clinician can issue advice for the patient to obtain the prescription from their General Practitioner. The BAPAM Clinician is advised to follow the GMC guidance with regards to '*recommending medicines for prescription by colleagues*'

The clinician must:

- Satisfy themselves that the GP has sufficient knowledge of the patient and the medicine, experience and information to prescribe the treatment.
- Specify the dosage, means of administration and a possible protocol for treatment if recommending a new or rarely prescribed medicine.
- Send a letter to the patient's GP explaining the treatment rationale for the medication and any risks vs benefits.