Nurse dispensing day case protocol
Protocol: Supply of patient labelled medication packs by nurses for day case surgery patients.

Executive Summary: This protocol is to enable nursing staff to dispense over-labelled packs of approved medication for day case surgery patients.

Supersedes: 4

Description of Amendment(s): The protocol is for all day case general surgery (laparoscopic/open hernia repair, laparoscopic cholecystectomy and patients who have had minor anorectal surgery for haemorrhoids, anal fistulas and fissures.) This protocol also covers day case dental.

This protocol will impact on: nursing staff and patients. This process will allow the timely discharge of day case shoulder patients by minimising any delays due to medication supply.

Financial Implications: None

Procedural area: Day case surgery
Document Reference: EAS 0712
Version Number: 5
Effective Date: Feb 2016
Issued By: Clinical Support & Diagnostics Services
Review Date: Feb 2019
Author: Jabeen Razzanga Sheikh
Lead Pharmacist for Surgical Specialties, Clinical Support & Diagnostics Services.

APPROVAL RECORD

<table>
<thead>
<tr>
<th>Committees / Group/Job title</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation:</td>
<td></td>
</tr>
<tr>
<td>Specialist Advice (if required)</td>
<td>Dec 2015</td>
</tr>
<tr>
<td>Dr Lufti Sulaiman Consultant anaesthetist</td>
<td></td>
</tr>
<tr>
<td>Mr Kayode Habeeb- Consultant General surgeon</td>
<td></td>
</tr>
<tr>
<td>Sharon McCoy-Ward sister</td>
<td></td>
</tr>
<tr>
<td>Day Case Steering Group Medicines Management Group</td>
<td>Dec 2015</td>
</tr>
<tr>
<td>Approved by Chief Pharmacist:</td>
<td></td>
</tr>
<tr>
<td>Kashif Haque</td>
<td>Dec 2015</td>
</tr>
</tbody>
</table>
1 References to other standards and procedures:
Refer to: Safe and Secure Handling of Medicines Policy
Discharge Policy

2 Overview
This protocol describes the process for nurses to dispense patient labelled packs of agreed
medication from ward stock for day case general surgery (laparoscopic/open hernia repair,
laparoscopic cholecystectomy and patients who have had minor anorectal surgery
for haemorrhoids, anal fistulas and fissures.)
This protocol also covers dental day case patients.
The authorisation to supply this medication is via a completed shortened electronic
notification discharge form (eDNF) which is signed by the prescriber. This protocol is only for
use for patients who have been admitted for less then 24 hours.

3 Objective
To ensure that patients can be safely discharged with the appropriate quantities of agreed
medications in a timely manner.

3 Procedure
Prescribing
- The details of all medication required by the patient on discharge should be added to the
  shortened eDNF (electronic discharge notification form) by the prescriber. This can be
done in the pre-op clinic or in theatre. The eDNF must be signed by a qualified
prescriber and completed in a timely manner. The discharge prescription should be
completed in accordance with the Trust Medicines policy.
- The prescriber must check whether the patient has any allergies or other
  contraindications before prescribing medication.
- The prescriber must be aware of the patient’s usual medication, so that suitability for
  newly prescribed medicines can be assessed e.g. for drug-drug interactions e.g
  paracetamol with combined paracetamol products.
- The prescriber must assess the patient’s renal function before prescribing non steroidal
  anti-inflammatory medication (NSAIDs). If pre op blood results are available, patients
  with impaired renal function (if eGfr less then 30ml/min) should not receive a prescription
  for NSAIDs. Ibuprofen is the NSAID of choice.
- The prescriber must assess if the patient requires any gastric protection with a proton
  pump inhibitor (PPI) for the duration of NSAID treatment course. Omeprazole 20mg
  once daily is the PPI of choice.

Supply of medication

- Nurses must not issue medication to patients unless the eDNF is completed and
  signed by the prescriber.
- A permanent, qualified member of nursing staff can supply medication from the following
  approved list of PLPs (pre-labelled packs of medication)
- A supply of medication should only be issued if the patient does not have adequate
  analgesia at home.

  - Paracetamol 500mg tablets: TWO tablets up to four times a day
    (supply two packs of 32)
- **Codeine 30mg** tablets: ONE or TWO tablets up to four times a day (supply one pack of 28 tablets) *(Avoid in patients under 18 years of age)*
- **Co-codamol 30/500**: Take ONE or TWO tablets up to four times a day *(Avoid in patients under 18 years of age)*
- **Ibuprofen 400mg**: ONE tablet up to three times a day (supply one pack of 24 tablets)
- **Omeprazole 20mg**: ONE capsule each day for duration of the ibuprofen (28 capsules)
- **Paracetamol soluble 500mg**: TWO tablets up to four times a day (24 tablets)
- **Co-codamol soluble 30/500**: Take ONE or TWO tablets up to four times a day (32 tablets) *(Avoid in patients under 18 years of age)*
- **Senna 7.5mg**: Take ONE or TWO at night for constipation (20 tablets)
- **Docusate 100mg**: Take TWO twice a day for constipation (30 capsules)

- The discharging nurse should select the required pre-labelled packs as indicated on the prescription and complete the labels with the patients’ name and the date in the designated area on the medication label.
- A self check should be performed to ensure:
  - the correct drug has been selected
  - the directions match those on the discharge prescription
  - the appropriate quantity has been dispensed
  - the product is within its expiry date
- The patient’s identity and allergy status should also be checked in accordance with Trust policy.
- Medication packs should not be split. If the course of tablets (e.g. ibuprofen) is limited and is less than the contents of the pack – the patient should be counselled to stop taking the medication at the required time and to dispose of the remaining medication appropriately
- A second nurse (or pharmacist / doctor) should check the medications supplied match the eDNF. The second checker should indicate they have done this in the Pharmacy notes box in the eDNF. Two signatures need to be signed on the label ensuring no essential information is obscured.
- The nurse supplying the medication should endorse and ‘sign off’ the eDNF on behalf of Pharmacy.
- The medication should be given to the patient, and the appropriate counselling on administration directions and possible side effects
- Patients should also be given a copy of their discharge prescription

### 4. Responsibilities

**Ward manager**
It is the responsibility of the ward managers to ensure that this protocol is adhered to on wards and departments where it is implemented.

**Prescribers**
It is the responsibility of the prescribers to ensure they complete the ednf in a timely manner.

**Pharmacy**
It is the responsibility of the Deputy Chief pharmacist to approve the medications that are appropriate to be dispensed by nursing staff as pre-packs within in each individual ward area.

### 4 Training & Resources
Training can be provided by the Pharmacy department where necessary/ requested by the ward manager.