

# Bulk Prescribing Procedure for Nursing Homes

Bulk prescribing can be used by the home, with the agreement of the GP, to administer certain medications from stock medication held by the home (as on hospital wards), negating the need to have individual medications for each resident.

The procedure should:

- Reduce space needed on the medication trolley
- Improve medication round times
- Reduce potential for administration errors, by reducing clutter
- Reduce waste by reducing the total amount of stock required

Requirements needed to provide the service safely and legally

- The care home must have at least 20 residents
- 10 or more of those residents must be registered with a specific GP surgery
- 2 or more residents are prescribed the same medication
- The medication is classified as either a P or GSL (POM cannot be supplied via a bulk prescription)

The list of medication that the home would like to be provided via bulk prescriptions should be agreed with the GP and if required, confirmed by the pharmacy that they meet the P, GSL classification.

A list of the residents covered by the bulk prescription should be included on the order sheet (see appendix 1)

- Only residents from the specific GP practice can be included on the list

## Care Home Support for Bulk Prescribing

- Discuss with the GP and supplying pharmacy to establish that they would be happy to support the Bulk Prescription scheme (LHB or Complex Care pharmacists may be able to help if needed).
- Decide with the GP and pharmacy support, the medications required to be prescribed under the Bulk prescription scheme.
- Decide which residents qualify for having some of their medication under the scheme.
- Ensure that all relevant staff, particular those involved with ordering and administering medication, are familiar with how the scheme runs.
- A resident's initial prescription for a medication must be on a regular WP10; this identifies the clinical need for the medication and allows for the full directions to be clearly stated on the residents MAR chart. Residents already taking the medication can be considered as having had the WP10 already written. Subsequent supplies can be requested on the bulk prescription with the directions **as directed**.
- If the GP starts a new resident or alters the dose of a medication supplied under a bulk prescription a new WP10 must be written in order for the directions on their MAR chart to be altered. Subsequent supplies can be requested on the bulk prescription.
- The scheme is not to be used for any self-administered medication as it needs to be stored in the medication room, not the residents own room.
- The scheme is not to be used for Homely Remedies

## Ordering

- When ordering medication on a bulk order form the total amount required should be calculated and the amount still in stock taken from that total to give the amount required for the next order, see example below;
- With medication like lactulose it would be sensible to estimate the amount as accurately measuring the liquid would be too time consuming.
- Bulk order forms once completed should be sent with the regular medication order to the GP and the supplying pharmacy and a copy saved in the care home.
- If the prescriptions come directly to the care home from the surgery the bulk order prescriptions should be checked against the order form and any discrepancies rectified before sending the prescription to the supplying pharmacy.

Residents Name	Dose	Total Quantity Required per Month
Resident A	10ml bd PRN	560ml
Resident B	10ml bd PRN	560ml
Resident C	10ml od PRN	280ml
Resident D	15ml bd PRN	840ml
Resident E	15ml od PRN	420ml
<b>Total</b>		<b>2660ml</b>
<b>Current Stock</b>		<b>1240ml</b>
<b>Estimated Amount Remaining</b>		<b>380ml</b>
<b>Amount Required</b>		<b>1880ml</b>
<b>Amount to be Ordered</b>		<b>2000ml ( 4 x 500ml bottles )</b>

## Receiving Bulk Prescription Medication from the Pharmacy

- Ensure the medication has the name of the care home in place of a resident's name.
- The total amount required of the medication has been received. Any discrepancies should be reported at once.
- The directions state as directed and the wording bulk prescription are included in the directions.
- The medication can be booked in as a bulk quantity and stored in a locked medication room.

## Administration

- Make sure that all old supplies of the residents medication are used up before starting the bulk supplies
- The MAR chart will indicate if the resident's medication is to be dispensed from the Bulk medication.
- Administer the medication as you would any other medication, following your normal procedure.
- If more than one GP surgery is using Bulk prescriptions ensure the medication supplied to a resident comes from the quantity prescribed by their registered GP (see below on how to organise a supply from more than one surgery).

## Reordering

- Repeat the ordering process, make sure you take into account how much you need for a month (e.g. 1000), how much you anticipate having at the end of the month (e.g. 300) and order the amount that takes it back up to the required amount for a month (e.g. 700) (use your judgement to decide if you should round up or down the amount ordered so that you get complete packs)
- This will reduce waste because any unused medication either through residents stopping or taking fewer than anticipated will reduce the total amount needed to be ordered each month and so prevent the slow build-up of excess stock.
- Copies of the bulk prescription form should be sent to the GP surgery and the supplying pharmacy when you send your regular monthly order.
- Note there has to be at least residents on the medication if the number drops to one resident needing the medication, the bulk prescription scheme can no longer be used for that medication
- Medication on a bulk prescription from a specific GP practice can only be given to residents registered with that surgery.
- If more than one surgery wishes to use the bulk prescription scheme, this would be possible but you would need to distinguish between the surgeries. One way would be to have a different number after the care home name corresponding to each surgery and the surgery name in brackets after the directions Bulk Prescription.

Bulk Prescription	
3000ml Lactulose	
To be given in accordance to GP directions on the MAR chart	
Care home/surgery	Date

- Each surgery must have a separate bulk prescription order form completed each month.
- Order forms can be stored and completed electronically if the home has the facility

## Anticipatory medication on Bulk Prescription i.e. dressing, adrenaline

Anticipatory medication could be prescribed to cover anticipated future and any directions given by the GP for their use (where appropriate) for a specific patient would need to be transcribed onto the MAR chart as per policy for amending MAR charts (two signatures from qualified staff).

General directions for anticipated use can be included on the Bulk order form, see example below for dressings

### GP support of Bulk Prescribing

- A resident's initial prescription for a medication must be on a regular WP10; this identifies the clinical need for the medication and allows for the full directions to be clearly stated on the residents MAR chart. Subsequent supplies can be requested on the bulk prescription with the directions as directed.
- The prescription should substitute the care name and address for the patients details. The care home could be classed as an inactive patient.
- The words, bulk prescription, should be added to the prescription along with the medication prescribed, total quantity and date, for example;

#### **Bulk Prescription**

Lactulose 2,500 ml

To be given in accordance to GP directions on the MAR chart

- Due to the variability of the doses given to each resident as directed should be used. The actual dose for each resident will have been specified on the initial script.
- Relevant surgery staff should be aware of the principles of the system and how to supply prescriptions from bulk requests.
- If the GP alters the dose of a medication supplied under a bulk prescription a new WP10 must be written in order for the directions on their MAR chart to be altered. Subsequent supplies can be requested on the bulk prescription.
- The order form should be retained in the practice for audit purposes.
- Points to consider when setting up the system on the GP record system
  - Need to ensure bulk item stays on repeat (for record between care settings and so GP has an up to date record of what patient is taking)
  - There needs to be an indication on the repeat screen that the bulk item is being prescribed by bulk prescribing
  - This will work differently on EMIS and vision practices - EMIS practices if prescription is not printed then the bulk item will fall off repeat. Practices using Vision may have different issues.
  - On EMIS it will work if you registered them as a private patient. You can still print NHS prescriptions for a private patient.
  - Practices using Vision may have different issues

## Pharmacy support for Bulk Prescribing

- Advice to be given to the care home, if required, the legal status of medication, only P and GSL medication are allowed to be bulk prescribed.
- Relevant dispensary staff should be aware of the principles of the system and how to supply medication off the bulk request prescriptions.
- A resident's initial prescription for a medication must be on a regular WP10, this identifies the clinical need for the medication and allows for the full directions to be clearly stated on the residents MAR chart. Subsequent supplies can be requested on the bulk prescription.
- If the GP alters the dose of a medication supplied under a bulk prescription a new WP10 must be written in order for the directions on their MAR chart to be altered. Subsequent supplies can be requested on the bulk prescription with the directions as directed.
- Ensure that the bulk prescription meets the requirements for the service.
- The MAR chart directions should include the words bulk prescription, this will assist the care home staff in using the correct stock for example:

Lactulose  
10ml twice daily  
when required for constipation  
**(Bulk Prescription)**

- If the prescriptions come directly to the pharmacy from the surgery the bulk order prescriptions should be checked against the order form and any discrepancies rectified before sending to the care home
- The prescription once dispensed can be processed the same way as any other WP10
- It is good practice to have a copy of the bulk order form to confirm the correct quantity is on the prescription.

Bulk Prescribed Medication.....

## Dose Changes

## Discontinuities

A copy of this form must be sent to the supplying Pharmacy