

Reference Number: Version Number: 3	Date of Next Review: May 2022 Previous Trust/LHB Reference Number:
Guideline for Take Home Medication (TTH) For Short Stay Admission in Gynaecology	
Introduction and Aim	
<p>The Emergency Gynaecology Assessment Unit and Early Pregnancy Assessment Unit have a high turnover of patients, many of whom require simple analgesics or antibiotics prior to discharge home. The average length of admission is often made longer by the wait for these medications from Pharmacy. The ward currently has a limited TTH stock available for out of hours use. The aim is that an extended service for the supply over a 24 hour period, 7 days a week, would reduce the length of many admissions, improving patient experience and increasing bed capacity and flow.</p>	
Objectives	
<p>To enable medicines from an agreed list (attached) to be prepared and issued to short stay patients "To Take home" (TTH) in a safe manner from Gynaecology:</p> <ul style="list-style-type: none"> • Emergency Gynaecology Assessment Unit UHW. • Early Pregnancy Assessment Unit, UHW. 	
Scope	
<p>This policy applies to all healthcare professionals in all locations including those with honorary contracts</p>	
Equality Health Impact Assessment	<i>An Equality Health Impact Assessment (EHIA) has not been completed.</i>
Documents to read alongside this Procedure	<i>The Medicines Code UHB 389</i>
Approved by	<i>Gynaecology Professional Forum</i>

Accountable Executive or Clinical Board Director	<i>Ruth Walker, Executive Nurse Director</i>
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Summary of reviews/amendments List of POMS medications extended.			
Version Number	Date of Review Approved	Date Published	Summary of Amendments
1	August 2012	August 2012	First published.
2	August 2015	August 2015	List of POMS medications extended.
3	May 2019		

This procedure is intended only for use on the above areas and for patients who are admitted for a period of **48 hours** or less. All TTH's must be prescribed by a Doctor.

All of the medicines on the agreed list are available as a pre-labelled patient packs. If the prescription is not on the agreed list or the prescriber requires a dose or frequency which does not match the pre-labelled pack the medication must **only** be dispensed by the pharmacy department (see below).

It is a legal requirement that all medicines are labelled with:

- Name and strength of the medicine.
- Quantity in the container.
- Directions of how and when to take the medicine and additional instructions.
- Patients name.
- Date of supply/issue of medicine.

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- Name and address of the pharmacy/hospital from which the medicine is issued.
- The words “Keep out of the reach of children.”

OUT OF HOURS

It is unacceptable and illegal to issue unlabelled or loose medication.

If medication has been prescribed that is not available as a pre-labelled pack and no suitable alternative can be prescribed, the patient may be given a dose of medication before leaving the unit/ward and asked to return the following morning when pharmacy has re-opened. This must be prescribed on the In Patient Medication Administration Record (Drug Chart).

PROCEDURE

- Obtain a discharge prescription for the patient. Prescriptions must include as a minimum the name, address, date of birth, patients’ weight and hospital number (addressograph).
- Ensure that the prescription is signed and dated by the prescriber.
- Ensure that the allergy status of the patient is completed on the prescription. If not contact the prescriber.
- Check with the patient that they have not been prescribed any medication to which they are allergic. If they have then contact the prescriber.
- One nurse will obtain the pack of medicine (usually one pack of medicine per prescription) and will fill in any instructions that require completing together with the name and date. In the case of Cerelle, Zoletta, Cilest, Paracetamol and Magnesium Hydroxide an adhesive Name/Date label must be applied and completed.
- Check that the drug name and strength of the medication are the same as that on the prescription.
- Check the expiry date.
- Check that the directions on the label are the same as those on the prescription. Some of the packs are pre-labelled with standard doses and dose frequencies, others are not. If the prescription does not match those written on the prepack then please contact the prescriber. If the prescriber requires a different dose or different directions this must be dispensed by pharmacy.
- For courses of antibiotics, check the quantity issued will cover the whole course.

In addition:

- All TTHs must be prescribed by a doctor or non-medical independent prescriber.

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- All of the medications on the agreed list are available as a pre-labelled patient pack.
- If the medication is not on the agreed list or the prescriber requires a dose or frequency which does not match the pre-labelled directions this must **only** be dispensed by the pharmacy department (see below).

Paracetamol tablets are now issued as manufacturer's packs with no pre-printed label. A hospital address sticker should be attached to each pack and the patient's name and the date written on. The directions are as on the pack but standard doses of 1g qds apply to patients over 50kg .If underweight the patient must be informed to take one 500mg tablet only as a dose.

PRESRIPTIONS DISPENSED BY THE PHARMACY DEPARTMENT

If the prescription is not on the agreed list or the prescriber requires a dose or frequency which does not match the pre-labelled directions this must be dispensed by the pharmacy department.

If a patient is admitted for a period of over 48 hours the prescription must be dispensed by the pharmacy department.

There is a separate procedure on the clinical portal:

Provision for the Provision of Discharge Prescriptions when the Pharmacy is Closed

It is essential that a copy of the prescription is filed in the patient's notes on the unit/ward as this contains important dispensing information. The top copy of the prescription should be returned to pharmacy.

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AGREED LIST OF PRE-LABELLED TAKE HOME MEDICATION

For Gynaecology short stay admissions and short stay units
NB. Prescriber must check if suitable for use in pregnancy.

NAME OF DRUG AND	DIRECTIONS	PACK SIZE
Aspirin Tablet 75mg (Dispersible)	ONE to be taken DAILY	28
Cefalexin Capsule 500mg	ONE to be taken THREE times a day	21
Cilest	Apply Name and Date adhesive label	3x28
Clotrimazole 500mg pessary	One to be inserted into the vagina	1
Co-Amoxiclav Tablet 250/125mg	ONE to be taken THREE times a	21
Co Amoxiclav Tablet 500/125mg	ONE to be taken THREE times a	21
Co-Codamol Tablet 8/500mg	ONE or TWO to be taken up to	32
Co-Codamol Tablet 30/500mg	ONE or TWO to be taken up to FOUR	30
Codeine tablet 30mg	Take ONE or TWO tablet(s) every FOUR to SIX hours when required for pain	28
Cyclizine Tablet 50mg	ONE Tablet to be taken up to	30
Desogestrel tablet 75 micrograms (Cerelle/ Zoletta)	Apply Name and Date adhesive label	3x28
Enoxaparin injection 40mg	The contents of ONE syringe to be injected subcutaneously a day for	10
Folic acid 5mg tablets	ONE to be taken DAILY	28
Hyoscine Butylbromide Buscopan	ONE or TWO to be taken up to FOUR times a day	56
Ibuprofen Tablet 400mg	ONE to be taken up to THREE times a day as required for	24
Doxycycline Capsule 100mg	ONE to be taken TWICE a day	14
Erythromycin Tablet 250mg	TWO to be taken FOUR times day	28
Ferrous Fumerate Tablet 210mg	ONE to be takentimes a day	30
Flucloxacillin Capsules 500mg	ONE to be taken FOUR times a day	28
Lactulose Liquid	THREE 5ml spoonfuls to be taken	300ml

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Magnesium Hydroxide Liquid	TWO 5ml spoonfuls to be taken	200ml
Metronidazole Tablet 400mg	ONE to be taken THREE times a day	21
Nitrofurantoin MR tablet 100mgcapsules to be takentimes a day	14
Omeprazole Capsule 20mg	ONE to be taken DAILY	28
Ondansetron tablet 4mg	Taketablet(s) Times a day	30
Paracetamol Tablet 500mg	Apply Name and Date adhesive label	32
Paracetamol Soluble Tablet 500mg	ONE or TWO tablets to be taken up to FOUR times a day	60
Senna Tablets	ONE or TWO to be taken not more than twice a day.	32
Tranexamic acid tablet 500mg	Taketablet(s)a day as directed	60

Early Pregnancy Assessment Unit

For Medical Management of Miscarriage at Home

NAME OF DRUG AND	DIRECTIONS	PACK SIZE
Misoprostol 200mcg tablets	FOUR 200 mcg tablets to be inserted into the vagina as a single	4
Metronidazole Tablet 400mg	TWO as a single dose	2
Co-Codamol Tablet 30/500mg	ONE or TWO to be taken up FOUR	30