

Remote outpatient prescribing guidance

The following recommendations are based on current legislation and national guidance. Usual governance and GDPR processes should be followed. These issues are being considered at a national level and this guidance will updated should there be any additional recommendations made.

FP10s	Existing guidance:	Additional guidance in current extraordinary circumstances:
FP10 pads	MMP03: All FP10 forms must be treated as controlled stationery. When not in use, forms must be securely stored in a locked cupboard or drawer with restricted access.	<p>FP10 pads can be taken home to facilitate remote prescribing.</p> <p>Safely storing the prescription pad in the home is of paramount importance and is the responsibility of the individual to whom the pad is issued.</p>
Duration of supply	Maximum duration of supply is usually 2 months for non-CDs and 1 month for CDs.	<p>Provide the usual quantity, however there may be exceptional cases where a longer duration of supply is necessary. Decisions should be made on a case by case basis. Unnecessarily long durations and stock piling of medication must be avoided.</p>
Posting prescriptions to patients or community pharmacies	<p><u>NHS Counter Fraud Authority guidance:</u> Posting prescriptions should only be carried out in exceptional circumstances following a risk assessment. This should include a process with established checks, to ensure as far as possible that the prescriptions actually reach the intended recipients.</p> <p>Keeping records of the date the prescription form was posted, name and address of recipient, expected delivery date and items prescribed/dosages/amounts. This may include, but is not limited to:</p> <ul style="list-style-type: none"> • discreet information on external envelope/packing so that the item is not easily identified • return address if the item cannot be delivered • using a postal service with tracking information • getting the item signed for at point of delivery to ensure it can be traced in the event it has not been received by the intended recipient. • reconciliation checks to ensure that the patient did receive the prescription form • escalation and reporting actions for staff in the event the patient reports non receipt of the prescription form 	<p>In the current situation taking prescriptions to a post office to use a secure postal method is likely not to be practical.</p> <p>Therefore 1st class post can be used.</p> <p>However, other recommendations such as double checking the postal address and requesting confirmation of receipt must be carried out.</p> <p>Confirmation of receipt may be by telephone, text or email.</p>

FP10s	Existing guidance:	Additional guidance in current extraordinary circumstances:
<p>Emailing FP10s to community pharmacies</p>		<p>In exceptional circumstances only, some community pharmacies may accept a scanned or photographed FP10 prescription as long as the original is then sent in the post and received within 72 hours (see above for posting guidance).</p> <p>This arrangement, if available, may be useful when new medication is needed urgently or to prevent a treatment break or may facilitate pharmacies ordering medication not usually stocked in advance of receiving the original Px. However, it must only be used as an exception as pharmacies are already under significant pressure.</p> <p>If it is essential to use this arrangement, ask the patient to nominate a pharmacy, phone the pharmacy to see if they will accept an email copy of the prescription.</p> <p>Emails sent from an Oxford Health email account to an nhs.net account are encrypted. Emails sent to a non-nhs.net email address must be sent using “send secure”.</p> <p>Request confirmation of receipt. Post the original to the community pharmacy asap.</p>

Hospital outpatient prescriptions	Existing guidance:	Additional guidance in current extraordinary circumstances:
<p>Use of outpatient prescriptions</p>	<p>Most medication can be prescribed on an FP10 however certain medicines are dispensed in-house e.g. clozapine, long-acting injections, melatonin, sertraline liquid etc.</p> <p>Outpatient prescription forms are available on the Trust intranet (www.oxfordhealthformulary.nhs.uk).</p>	<p>If it is not possible to scan a signed copy of the prescription to the dispensary (e.g. home-working), a Trust i-device can be used to photograph the signed prescription and this can then be emailed to the dispensary.</p> <p>The photograph must be clear and use the highest resolution possible to ensure it is legible.</p>

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	<p>Sign the prescription in ink*, scan and email the prescription to the dispensary (dispensary@oxfordhealth.nhs.uk)</p> <p>Send the original prescription to the dispensary (CPSU, Kennington).</p> <p><i>*this is a legal requirement in the absence of an electronic prescribing system. Scanned signatures are not acceptable. This issue is being considered at a higher level and if any direction is given to relax this in any way, we will update the guidance accordingly.</i></p>	<p>Send the original prescription to the dispensary (CPSU, Kennington) in the internal mail or in 1st class post.</p> <p>For supply of CDs, we must receive the original prescription before the medication can be released from the dispensary.</p> <p>If you do not have access to a printer the pharmacy team can arrange for a supply of prescriptions to be printed and posted to you.</p>
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Need more information/advice?

Please contact the Medicines Advice Service: 01865 904365 or medicines.advice@oxfordhealth.nhs.uk