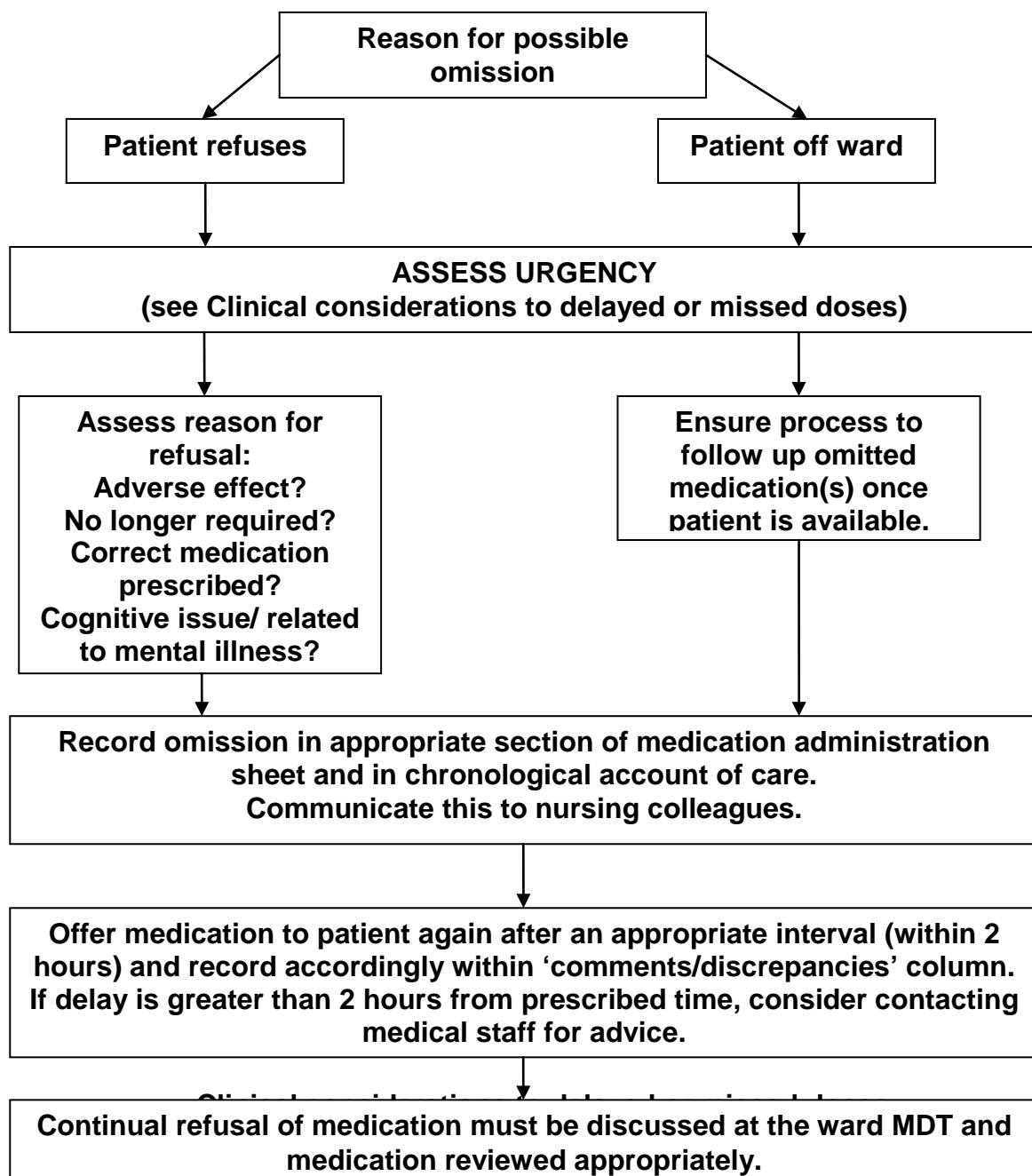


Administration and Recording of Medication Given Out With Prescribed Times

The GG&C MH prescription and recording sheet guidance states;

'Medication must be given as close as is practical to the specified administration time with any significant deviation from the time specified noted in 'comments/discrepancies' column, however it is appreciated that administration times will vary from ward to ward and these set time should be used as guidance only. Current ward practice regarding times of medication rounds should not change, however, the time between doses should always be consistent with prescribing advice.'



1. The following medications should always be given within 2 hours of prescribed time (this list is not exhaustive, but includes medications more likely to be prescribed within mental health settings)
 - Regular opiate analgesics
 - Parenteral doses of insulin
 - Regular Parkinson's medicines should be given as close to the usual prescribed time as possible, a delay of greater than 30 minutes can result in a significant worsening of symptoms.
2. If the delayed medication is due to be administered at the next scheduled medicine round, nursing staff must seek medical advice to ensure an appropriate dosage interval is maintained (and whether it would be appropriate to withhold completely).
3. If the delayed medication includes paracetamol containing products, the minimum dosage interval is 4 hours, therefore where there has been deviation from the original prescribed administration time, it will be necessary to withhold or delay the next scheduled dose.
4. With medication that is to be administered only once per day, there is likely to be more leeway with regards to administering this later in the day. Contact medical staff for advice.
5. If a delayed dose has to be re-prescribed use the 'once only' section of the prescription sheet.

Every patient/clinical situation is different. Consider the risk to patient of delayed/missed doses e.g. treatment failure, withdrawal effects, etc. Contact medical/pharmacy staff for advice about delayed or missed medications.

References:

1. Prevention of Missed Doses. Safer Use of Medicines of Area Drug and Therapeutics Committee. NHS GG&C. March 2012

Mental Health Services Safer Use of Medicines Group

Approved by PMG(MH)
Review date June 2022