

# Discretionary Medicines

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# What this training will cover

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- A Brief overview of the Discretionary Medicines Policy
- A List of medicines included in the Discretionary Medicines Policy
- Who can give a medicine under the policy
- Information on each drug within the policy
- Instructions on how to show on EPR that you have given a medicine under the policy
- Useful Contacts

# Brief overview of the policy

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- Discretionary medicines are 'Pharmacy Only' or 'General Sales List' medicines that can be given to a patient, often the first dose only, without the authorisation of a prescriber or under a Patient Group/specific Direction.
- Treatment with medicines in this policy may be administered by LHCH nurses who are band 5 or above without the authorisation of a prescriber; provided:
  - Individual protocols are followed
  - The treatment is recorded on EPR to show administration
  - The treatment is documented in the ERP nursing notes
  - The nurse has taken part in discretionary medicines training (this presentation) and passed the ESR assessment (which is to be undertaken after this training) EVERY TWO YEARS
- An Audit is undertaken every 2 years to ensure compliance with the medications listed in this policy

# Medicines included in the Discretionary Medicines Policy

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- Paracetamol
- Glyceryl trinitrate (S/L tabs, spray)
- Gaviscon Advance Liquid
- Chlorphenamine tablets
- Strepsils
- Senna tablets/liquid
- Simple Linctus

# Staff Competencies for discretionary medicines

Staff Competencies	
<b>Authorised Staff</b>	Nurses band 5 and above
<b>Additional Requirements</b>	Completion of training on administration of discretionary medicines ESR

# Paracetamol

## Clinical condition or situation

<b>Clinical Situation</b>	Mild to moderate pain
<b>Patients included</b>	All patients with mild to moderate pain who are not excluded below
<b>Patients Excluded</b>	<p>Patients under the age of 16 years of age</p> <p>Patients who are pregnant or breast-feeding</p> <p>Patients who are prescribed or have taken paracetamol contain product within the last 4 hours.</p> <p>Patients with renal impairment or active liver disease</p> <p>Patients with known allergy/hypersensitivity to paracetamol or its excipients.</p>
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



# Paracetamol

## Description of treatment

<b>Medicine to be administered/supplied</b>	Paracetamol 500mg tablets/ dispersible tablets/ suppositories
<b>Dose schedule including maximum dosage</b>	1g every four to six hours
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	ONE dose
<b>Follow up/Patient advice</b>	<ul style="list-style-type: none"> <li>• Inform patient of medicine being administered and rationale.</li> <li>• If administered monitor patient and use clinical judgement to decide when to seek medical advice.</li> </ul>
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR



# Glyceryl trinitrate (S/L tabs, spray)

## Clinical condition or situation

<b>Clinical Situation</b>	Symptomatic relief of angina
<b>Patients included</b>	All patients requiring relief of angina who are not excluded below
<b>Patients Excluded</b>	<p>Patients under the age of 16 years of age</p> <p>Patients who are pregnant or breast-feeding</p> <p>Allergy/hypersensitivity to GTN tablets or spray or any excipients.</p> <p>Patients with systolic blood pressure lower than 90mm Hg, hypotensive shock, severe anaemia, constrictive pericarditis, extreme bradycardia, Glucose-6-phosphate-Dehydrogenase-deficiency, cerebral haemorrhage and brain trauma, aortic and/or mitral stenosis and angina caused by hypertrophic obstructive cardiomyopathy.</p> <p>Patients with circulatory collapse, cardiogenic shock and toxic pulmonary oedema.</p> <p>Patients taking concurrent phosphodiesterase inhibitors such as Sildenafil, Tadalafil or Vardenafil or concomitant use with the soluble guanylate cyclase stimulator riociguat.</p>
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



# Glyceryl trinitrate (S/L tabs, spray)

## Description of treatment

<b>Medicine to be administered/supplied</b>	Glyceryl Trinitrate (GTN) 500microgram tablets or 400microgram spray
<b>Dose schedule including maximum dosage</b>	One dose (Two sprays or one tablet) initially under the tongue. If no relief of symptoms within five minutes a further dose can be given.
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	ONE dose
<b>Follow up/Patient advice</b>	Advise patient to close their mouth after administration Inform that a headache may develop following administration which may be relieved by paracetamol. Inform patient of medicine being administered and rationale. If administered seek medical advice in a timely manner
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR



# Gaviscon Advance Liquid

## Clinical condition or situation

<b>Clinical Situation</b>	Indigestion/heartburn
<b>Patients included</b>	All patients with indigestion/heartburn who are not excluded below
<b>Patients Excluded</b>	Patients under the age of 16 years of age Patients who are pregnant or breast-feeding Patients with known allergy/hypersensitivity to Gaviscon advance or its excipients.
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



# Gaviscon Advance liquid

## Description of treatment

<b>Medicine to be administered/supplied</b>	Gaviscon advance liquid
<b>Dose schedule including maximum dosage</b>	FIVE mL (5 mL) to be given initially after meals and/or at bedtime, if no relief of symptoms within 30 minutes a further FIVE mL (5 mL) can be given.
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	10ml (see above)
<b>Follow up/Patient advice</b>	<ul style="list-style-type: none"><li>• Inform patient of medicine being administered and rationale.</li><li>• If administered monitor patient and use clinical judgement to decide when to seek medical advice.</li></ul>
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR



# Chlorphenamine tablets

## Clinical condition or situation

<b>Clinical Situation</b>	Symptomatic relief of allergy
<b>Patients included</b>	All patients requiring relief of allergy who are not excluded below
<b>Patients Excluded</b>	Patients under the age of 16 years of age Patients who are pregnant or breast-feeding Known allergy/hypersensitivity to chlorphenamine tablets or any excipients. Patients who have been treated with MAOIs within the last fourteen days
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



# Chlorphenamine tablets

## Description of treatment

<b>Medicine to be administered/supplied</b>	Chlorphenamine 4mg tablets
<b>Dose schedule including maximum dosage</b>	One 4mg tablet
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	ONE dose
<b>Follow up/Patient advice</b>	<ul style="list-style-type: none"><li>• Inform patient of medicine being administered and rationale.</li><li>• If administered monitor patient and use clinical judgement to decide when to seek medical advice.</li><li>• If given for suspected drug allergy seek medical advice in a timely manner.</li></ul>
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR



## Clinical condition or situation

<b>Clinical Situation</b>	Sore throat
<b>Patients included</b>	All patients with sore throat who are not excluded below
<b>Patients Excluded</b>	Patients under the age of 16 years of age Patients who are pregnant or breast-feeding Known allergy/hypersensitivity to Strepsils honey and lemon lozenges or any of the excipients.
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



## Description of treatment

<b>Medicine to be administered/supplied</b>	Strepsils Lozenges (1.2mg 2,4-Dichlorobenzyl alcohol and 0.6mg Amylmetacresol)
<b>Dose schedule including maximum dosage</b>	One lozenge up to four times a day
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	Four doses
<b>Follow up/Patient advice</b>	<ul style="list-style-type: none"><li>• Inform patient of medicine being administered and rationale.</li><li>• If administered monitor patient and use clinical judgement to decide when to seek medical advice.</li></ul>
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR



## Clinical condition or situation

<b>Clinical Situation</b>	Occasional constipation
<b>Patients included</b>	All patients with occasional constipation who are not excluded below
<b>Patients Excluded</b>	<p>Patients under the age of 16 years of age</p> <p>Patients who are pregnant or breast-feeding</p> <p>Patients with known allergy/hypersensitivity to senna or its excipients.</p> <p>Cases of intestinal obstructions (e.g. DIOS) and stenosis, atony, appendicitis, inflammatory bowel diseases (e.g. Crohn's disease, ulcerative colitis), abdominal pain of unknown origin, severe dehydration state with water and electrolyte depletion</p> <p>Patients with rare hereditary problems of galactose intolerance, the Lapp lactase deficiency or glucose-galactose malabsorption</p>
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



## Description of treatment

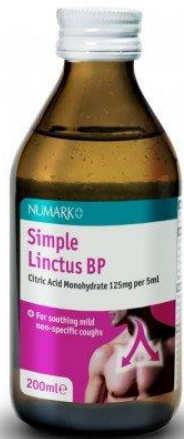
<b>Medicine to be administered/supplied</b>	Senna 7.5mg tablet or 7.5mg in 5ml liquid
<b>Dose schedule including maximum dosage</b>	Two tablets or 10ml (15mg)
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	ONE dose
<b>Follow up/Patient advice</b>	<ul style="list-style-type: none"> <li>• Inform patient of medicine being administered and rationale.</li> <li>• If administered monitor patient and use clinical judgement to decide when to seek medical advice.</li> </ul>
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR.



# Simple Linctus

## Clinical condition or situation

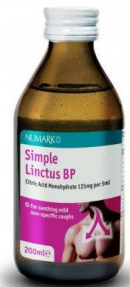
<b>Clinical Situation</b>	Cough
<b>Patients included</b>	All patients with cough who are not excluded below
<b>Patients Excluded</b>	Patients under the age of 16 years of age Patients who are pregnant or breast-feeding Allergy/hypersensitivity to any excipients of Simple Linctus.
<b>Action for patients excluded</b>	Refer to prescriber
<b>Action if patient declines</b>	Refer to prescriber and record in EPR notes



# Simple Linctus

## Description of treatment

<b>Medicine to be administered/supplied</b>	Simple linctus
<b>Dose schedule including maximum dosage</b>	5ml up to four times a day
<b>Maximum number of doses which can be administered under protocol for before review by a prescriber</b>	Four doses
<b>Follow up/Patient advice</b>	<ul style="list-style-type: none"><li>• Inform patient of medicine being administered and rationale.</li><li>• If administered monitor patient and use clinical judgement to decide when to seek medical advice.</li></ul>
<b>Record keeping</b>	Doses must be recorded on EPR in the orders section under the title Nurse discretionary medicines Entry made in nursing notes document on EPR



# How to show on EPR that you have given a medicine under this policy...

It is important that once you have given a dose of a medicine under this policy that you not only **record this in the nursing notes** on EPR but that you also **record the dose on the EPR drug list** to show what you have administered.

To do this you need to order the drug via the “nurse discretionary medicines order set” and show that you have administered the dose.

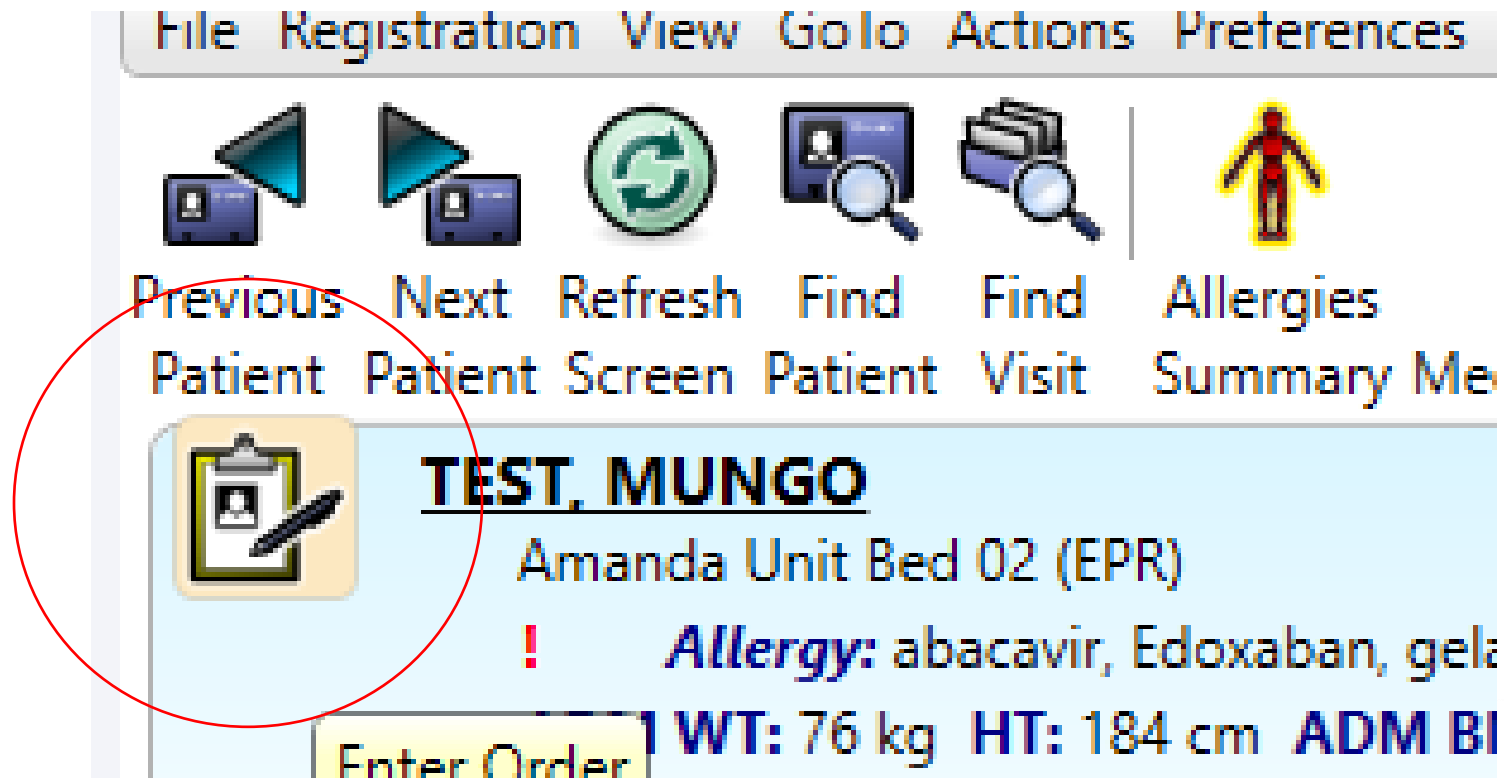
To do this, please follow the steps outlined in the next five slides...

## **PLEASE NOTE:**

**ONLY ONCE YOU HAVE COMPLETED THIS TRAINING AND PASSED THE ESR ASSESSMENT WILL YOU HAVE THE PERMISSIONS TO BE ABLE TO ORDER SOMETHING VIA THE “NURSE DISCRETIONARY MEDICINES ORDER SET”**

# How to show on EPR that you have given a medicine under this policy...

Step 1: When on your patient record on EPR, click on the prescribing icon to request an order



The screenshot shows a navigation menu with the following items: File, Registration, View, Go to, Actions, and Preferences. Below the menu are icons for 'Previous Patient', 'Next Patient', 'Refresh Screen', 'Find Patient', 'Find Visit', and 'Allergies Summary'. A red circle highlights the 'Enter Order' icon, which is a clipboard with a pen. Below the navigation menu, the patient record for 'TEST, MUNGO' is visible, including 'Amanda Unit Bed 02 (EPR)', an allergy warning for 'abacavir, Edoxaban, gela...', and patient details 'WT: 76 kg HT: 184 cm ADM BI'.

# How to show on EPR that you have given a medicine under this policy...

Step 2: Type in "Nurse" and Select the "Nurse Discretionary Medicines Order Set".

Click "OK" to the warning which is advising that all Discretionary medicines should be ordered under the policy

The screenshot shows the EPR interface for Amanda Unit Bed 02 (EPR) with allergies for tramadol. The search criteria are set to 'Manual Entry' and 'Searching for ...'. The search results table shows the following items:

Order	Cost	Rating
<b>NURSE Discretionary Medicines Order Set</b>		
Nurse in Semi Upright Position 45 Degrees		
Nurse Upright (Fowler's Position)		

A warning message dialog box is displayed in the foreground, containing the following text:

Warning Message

\*\*\*Only Designated Staff with relevant competencies may order from this orderset\*\*\*

The following medications should only be administered the number of doses specified under this policy.  
If further doses are required please get these prescribed in the usual manner.

The 'OK' button at the bottom of the dialog box is circled in red.

# How to show on EPR that you have given a medicine under this policy...

**Step 3: Tick the little box next to the item you have given via the policy e.g. Simple Linctus and then click "OK"**

NURSE Discretionary Medicines Order Set [0 orders of 16 are selected]

Relevant Results

Click for guidelines

Click for Discretionary Medicines Policy -->

Medications

	Order	Start Date	Start Time	Ordered Dose	Uom	Route	Frequency	Note to Appear in Worklist
<input type="checkbox"/>	NURSE Chlorphenamine 4mg tablets	T	STAT	4	milliGRAM(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - ONE dose only**
<input type="checkbox"/>	NURSE Gaviscon Advance oral suspension anised	T	STAT	5	Millilitre(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - Max 2 x 5mL doses...
<input type="checkbox"/>	NURSE Glyceryl trinitrate 500microgram sublingual tablets	T	STAT	500	MICROGram(s)	SubLingual	ONCE	**Prescribing under the discretionary medicines policy - Max 2 doses within...
<input type="checkbox"/>	NURSE Paracetamol 500mg suppositories	T	STAT	1000	milliGRAM(s)	Rectal	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of...
<input type="checkbox"/>	NURSE Paracetamol soluble tablets (via Gastric Feeding Tube)	T	STAT	1000	milliGRAM(s)	Via Gastric Feeding Tube	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of...
<input type="checkbox"/>	NURSE Paracetamol soluble tablets (via Jejunal Feeding Tube)	T	STAT	1000	milliGRAM(s)	Via Jejunal Feeding Tube	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of...
<input type="checkbox"/>	NURSE Paracetamol soluble tablets	T	STAT	1000	milliGRAM(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of...
<input type="checkbox"/>	NURSE Paracetamol tablets	T	STAT	1000	milliGRAM(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of...
<input type="checkbox"/>	NURSE Senna 7.5mg tablets	T	STAT	2	Tablet(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of Senna...
<input type="checkbox"/>	NURSE Senna 7.5mg/5ml oral solution sugar free	T	STAT	15	milliGRAM(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of Senna...
<input type="checkbox"/>	NURSE Senna 7.5mg/5ml oral solution sugar free (via Gastric...)	T	STAT	15	milliGRAM(s)	Via Gastric Feeding Tube	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of Senna...
<input type="checkbox"/>	NURSE Senna 7.5mg/5ml oral solution sugar free (via Jejunal...)	T	STAT	15	milliGRAM(s)	Via Jejunal Feeding Tube	ONCE	**Prescribing under the discretionary medicines policy - ONE dose of Senna...
<input checked="" type="checkbox"/>	NURSE Simple Linctus	T	STAT	5	Millilitre(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - 4 x 5mL doses max**
<input checked="" type="checkbox"/>	NURSE Simple linctus sugar free	T	STAT	5	Millilitre(s)	Oral	ONCE	**Prescribing under the discretionary medicines policy - 4 x 5mL doses max**
<input type="checkbox"/>	NURSE Strepsils lozenges	T	STAT	1	Lozenge(s)	Suck	ONCE	**Prescribing under the discretionary medicines policy - Max 4 doses**

Variable Dose

	Order	Start Date	Start Time	Dose From	Dose To	Uom	Route	Frequency	Note to Appear in Worklist
<input type="checkbox"/>	NURSE Glyceryl trinitrate 400micrograms/dose pump...	T	STAT	1	2	Spray(s)	SubLingual	ONCE	**Prescribing under the discretionary medicines policy - Max 2 doses...

# How to show on EPR that you have given a medicine under this policy...

Step 4: Review the order you are about to submit. Click “Mark as Done” to show you have administered the medication and then click “Submit Order”

The screenshot shows a medication order form for 'Amanda Unit Bed 02 (EPR)' with allergies for 'tramadol'. The form includes fields for 'Requested By', 'Date', 'Time', 'Session', 'Type', and 'Reason'. A table lists items under the 'NURSE Discretionary Medicines Order Set', including 'Nurse in Semi Upright Position 45 Degrees' and 'Nurse Upright (Fowler's Position)'. A specific order is highlighted with a red circle: 'NURSE Simple Linctus - Give 5 Millilitres Oral ONCE' dated '09-Jan-2020 15:42' with a status of 'Pending'. On the right-hand side, a vertical toolbar contains buttons for 'Add...', 'View...', 'Item Info', 'Add to Favorites', 'Message', 'Drug Info', 'Edit...', 'Delete', 'Copy...', 'Add Specimen...', 'Indication...', and 'Mark as Done'. The 'Mark as Done' button is circled in red. At the bottom of the interface, a 'Submit Order(s) for ZZZZ, Testing6' button is also circled in red, along with 'Hide Worksheet', 'Cancel', and 'Help' buttons.

# How to show on EPR that you have given a medicine under this policy...

**Step 5: Check that the order has been submitted and has been signed for by yourself (When you submitted the order you had marked it complete meaning your initials will appear on the worklist to show you have given the dose)**

The screenshot displays two parts of the EPR system. On the left is the 'Worklist Manager' for patient 'ZZZZZ\_Testing6'. It shows a grid of tasks from 04:00 to 23:00 on 09-Jan-2020. A red circle highlights a task: 'NURSE Simple Linctus Give 5 Millilitre(s) Oral ONCE' with a status of 'Completed' and initials 'JW'. On the right is the 'Orders' interface for the same patient. It shows a list of orders, with the selected order 'NURSE Simple Linctus - Give 5 Millilitre(s) Oral ONCE' having a status of 'Completed' circled in red.

Task Description	Task Start	Task Stop	04:00	05:00	06:00	07:00	08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	20:00	21:00	22:00	23:00	
Lidocaine 5% medicated plasters Give 1 Plaster, Topical, Morning Stop After 5 Days Med Source: Ward Stock Impatient Verified By: LHCHPharmacist as Template - 26-Jul-2019 12:33:21 Pharmacy/Administration Information Apply to a dry, non-hairy, non-irritated skin once daily for up to 12 hours, followed by a 12-hour plaster-free period; discontinue if no response after 4 weeks.	26-Jul-2019 12:31	31-Jul-2019 12:30																					
<b>NURSE Simple Linctus Give 5 Millilitre(s) Oral ONCE</b>	09-Jan-2020 15:52	09-Jan-2020 15:54																					
<b>NURSE Simple Linctus Give 5 Millilitre(s) Oral ONCE</b>	09-Jan-2020 15:54	09-Jan-2020 15:54																					
Paracetamol 1000mg Give 1000 milligram(s) Every 6 hours Med Source: Ward Stock Impatient Verified By: LHCHPharmacist as Template - 26-Jul-2019 11:30:25 Note to appear in Worklist: Please check last administered doses, including regular and PRN prescriptions.	26-Jul-2019 11:20																						
Prednisolone tablets (Reducing course) Give 10 milligram(s) Oral Morning Stop After: 3 Days; (Reducing Dose with Dates: This is order 2 of 3)	29-Jul-2019 00:00	31-Jul-2019 23:59																					
Prednisolone tablets (Reducing course) Give 15 milligram(s) Oral Morning Stop After: 3 Days; (Reducing Dose with Dates: This is order 1 of 3)	26-Jul-2019 12:44	29-Jul-2019 12:43																					
Prednisolone tablets (Reducing course) Give 5 milligram(s) Oral Morning (Reducing Dose with Dates: This is order 3 of 3)	01-Aug-2019 00:00																						
Salmeterol 25microgram/ Fluticasone 250 microgram/dose Metered Dose Inhaler Give 2 Puff(s) Inhaled Twice a day (8am and 10pm) Med Source: Patients Own Impatient Verified By: LHCHPharmacist as Template - 26-Jul-2019 11:55:53(Ordered as Seretide 250)	26-Jul-2019 11:56																						
Tamsulosin 400microgram modified-release capsules Give 400 MICROGram(s) Oral Morning Med Source: One Stop Dispensing Impatient Verified By: LHCHPharmacist as Template - 26-Jul-2019 11:09:09	26-Jul-2019 11:21																						

# Further Information

- The following topical products can be applied without the authorisation of a prescriber:
  - Aqueous cream – moisturiser/soap substitute
  - Lubricating Jelly – dry lips or nasal passages in patients on Oxygen
  - White soft paraffin/yellow soft paraffin for patients with dry/chapped lips not on Oxygen
- A record should be made on nursing notes, no record is needed on the medication chart
- See the 'First Dressing Scheme Policy' for information relating to wound care.
- **Please read the 'Administration of Discretionary Medicines Policy' that is available on the trust intranet.**
- **Please complete the ESR Discretionary Medicines Assessment when you are happy you have read and understood this training.**

## Further Information

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Once you have completed this training you will be granted the rights by EPR to be able to order Discretionary Medicines on the EPR system. These rights will expire after TWO YEARS, so please ensure you renew your training on ESR before the two years is over.

# Contact Information

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If there are any questions relating to this training or the policy, then please contact:

Pavan Goel (Lead Pharmacist for Education and Training) : 0151 600 1193      Pavan.Goel@lhch.nhs.uk

Rebecca Renfrew (Medicines Information Pharmacist) :      0151 600 1840      Rebecca.Renfrew@lhch.nhs.uk

# Thank you