

## CARE HOMES - GOOD PRACTICE GUIDANCE MONTHLY PRESCRIPTION ORDERING PROCESS

Medication can be ordered from the GP surgery either manually (paper system) or electronically using the online ordering system.

## ORDERING

- Check stock levels and MAR charts
- Order items required this cycle and only order PRN items if further supply needed.
- Check if there have been changes mid-cycle including if discharged from hospital with changes.
- Inform GP surgery if an item is not on repeat list so it can be added.
- Quantities ordered should be sufficient to complete a 28 day cycle.
- Inform GP surgery and pharmacy of items discontinued or no longer required so they can be removed from the repeat list and MAR chart.

### Manual /Paper system

- Request required items using current MAR
- Retain a copy of all requests
- Send to GP Surgery for processing

#### Online system

- Send online request to GP surgery for processing
- Keep a record of items ordered

# CHECKING RECEIVED PRESCRIPTIONS OR TOKENS

- Check prescriptions or prescription tokens received from pharmacy for accuracy against original order made.
- Inform GP surgery of any discrepancies. Follow up and action as appropriate
- Once any discrepancies clarified, inform pharmacy prescriptions can be dispensed.

## CHECKING MEDICATION AND MAR CHART RECEIVED

- When medication received from the pharmacy, check delivery against the original order made.
- Check the new MAR chart received from pharmacy for accuracy
- Ensure all items are received, quantities are correct and there are no discrepancies.
- Check for any changes made since placing the original order.
- Clarify any discrepancies with the GP surgery and pharmacy.
- Annotate MAR charts with quantity received and quantities carried forward.
- Once checked store all items appropriately in locked trolley/ cupboard/fridge.