

AT A GLANCE – 8. FP10's and Prescription Pads

ROLE	TRUST WIDE		WARD SPECIFIC
	LAST REVIEW: April 2021	NEXT REVIEW: April 2024	
STORAGE AND USE	<ul style="list-style-type: none"> • Order the FP10 pads and Lloyds Prescription pads via the online print room. (Limited staff able to access) • Check the pads to ensure they are numbered consecutively and that there are 50 prescriptions in each pad • The completed 'white' copy of the Lloyds Pharmacy prescription pad MUST be put in the wallet for the Lloyds driver to collect. • The completed 'yellow' copy of the Lloyds Pharmacy prescription pad MUST be filed in the patients notes, once the medication supply has been delivered. • A copy of all FP10 prescriptions written should be made and filed or scanned in the patient's clinical notes before sending it to the dispensing Pharmacy/ patient takes to dispensing Pharmacy. • When written a record of the use of an FP10 prescriptions and Lloyds Prescriptions should be kept in the record book or electronic database as good practice. This should record the: <ul style="list-style-type: none"> ○ Prescription reference number ○ Prescriber details ○ Patient details ○ Medication, dosage, and quantity ○ What has happened to the prescription - taken by patient, faxed to Pharmacy, scanned/copied ○ Date <p>The FP10 pad and Lloyds prescription pad should be securely stored in the CD cabinet or equivalent cupboard in Day services when not in use.</p> <ul style="list-style-type: none"> • The ward CD cabinet key should be kept by the Registered Nurse in charge of the area. • If an FP10 prescription or Lloyds Prescription is found to be missing this should be reported to the Accountable officer (and service manager/nurse in charge) for the trust for investigation. 		<ul style="list-style-type: none"> • FP10 prescriptions are used for discharge/on leave medications to be taken to an alternative community Pharmacy. • No current database is in place for the Lloyds prescription pad. • A record book is kept for the FP10 prescriptions written on the ward with the details specified. This is stored with the prescription pad in the CD cabinet. • The staff able to access the CD cabinet key are <ul style="list-style-type: none"> ○ Registered nurses ○ Pharmacy staff ○ Ward doctors • See ward clerk to order new prescription pads for ward.

