

Good Practice Guidance for Care Homes: Medication Ordering

November 2017



The National Guideline for Managing Medicines in Care Homes produced by NICE states: **“Care homes should retain responsibility for ordering medicines from the GP practice and should not delegate this to the pharmacy”**.

To ensure that the process of ordering medication is safe, effective and accurate and results in desired patient outcomes and reduction in waste, NICE recommends that:

- There is a clear written process for ordering medication
- A minimum of two members of staff should have training and skills to order medicines
- Care home providers should ensure that staff have protected time to order/check in medicines

Where possible, it is advisable to order medication for a 28 day cycle once the following has been confirmed:

- Only those items required for the month in question are ordered
- Use the most recent sources of information to order medication
- Refer to any correspondence from hospital or other health care settings which may indicate any recent changes to medication
- Annotate/ highlight any items which have been discontinued
- Where possible synchronise medication
- Check stock levels of when required medication, test strips, creams and dressings prior to ordering

Medication may be ordered using the following resources:

- Repeat prescription ordering slip, which should be cross referenced to an up to date MAR chart ensuring that only current medication is ordered
- Where an up to date repeat slip is not available, the Care Home Medication Request/Query Form should be used to order medication from the GP surgery. This is available at: [Care Home Resources](#)

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For further information, please contact the Medicines Management Team on
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