



# **Urgent Pandemic Pack Guidance for Nursing Homes**

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## **Sources of advice in relation to this document**

### **Appendix One (Page 13 and 14)**

HSCB Nursing Home Urgent Pandemic Pack approved Stock List (First Line and Second Line Options)

### **Appendix Two (Page 15)**

Recording Sheet Template

### **Appendix Three (Page 16)**

Urgent Pandemic Pack Requisition Form and Guidance

### **Appendix Four (Page 19)**

Urgent Pandemic Pack Requisition Form Worked Example

## **1. Purpose of the Guidance**

This guidance is a reference for nursing home managers and nursing staff who may be involved in the care of patients requiring clinically urgent treatment (for COVID and non-COVID conditions), in particular end of life care during the COVID-19 pandemic. It outlines the processes to be followed both in-hours and out-of-hours. This guidance has been regionally agreed with input from RQIA, PHA nursing and the HSCB Pharmacy and Medicines Management Team.

The guidance does not cover the process for obtaining regular repeat medicines which a patient has run out of.

Normal prescribing and dispensing processes remain for medicines not contained in this Urgent Pandemic Pack.

This guidance does not cover the reuse of patient medicines.

## **2. What is a clinically urgent item?**

A clinically urgent item is one which must be commenced on the same day/without any delay. Examples of when an urgent item may be required include:

- a) End of Life medication (EOL)
- b) Antibiotic that should be given immediately

When a clinically urgent item is required the nursing staff should follow the process outlined in this guidance.

Any decision to use medication contained in this pack should be deemed as immediately necessary treatment by the authorising prescriber and agreed with the nursing home that the normal process of a HS21 on a named patient basis is not acceptable.

### **3. Contents of the Urgent Pandemic Pack**

The pack (sealed with a reference number) will be assembled by Victoria Pharmaceuticals and delivered directly to the nursing home. The contents of the pack will be the first line options as detailed on the HSCB approved list, subject to stock availability. Second line options may be supplied if stock shortages deem necessary (Appendix 1).

This pack must be stored safely and securely in the treatment room.

This pack does not contain any Schedule 2 Controlled Drugs. These must be obtained in the normal way via a prescription on a named patient basis.

The stock should be stored together as there is no legislative requirement to store any of these medicines in the controlled drug (CD) cabinet. However, you may wish to store certain medicines in the CD cabinet as per the agreed stock management processes or SOPs in your home.

### **4. Authorisation to use the Urgent Pandemic pack**

The contents of this pack **must only** be used on the direction of a **qualified prescriber** (this may include both primary and secondary care doctors). The prescriber must confirm that the medication should be used from the Urgent Pandemic Pack rather than via the normal process of prescribing a HS21 for the patient dispensed in a community pharmacy.

Instructions for use from the prescriber should be received in writing either by email, fax, or text message.

If it is impossible to get written instructions immediately from the prescriber, **in this exceptional circumstance**, a verbal instruction may

be given by telephone by the prescriber to a suitably qualified staff member.

- Two members of staff should listen to this message, agree the instruction and repeat back to the prescriber to ensure that it is accurate.
- It is important that nursing staff are satisfied that prescribers are authorised to prescribe the medicines in situations where the prescriber is unknown to the staff.
- Nursing staff should record the prescriber's full name, professional registration number, place of work/department and job role and request where possible any telephone call is subsequently followed up with a request in writing.

Nursing staff should ensure that any dosage or directions given by the prescriber are clear. The staff should confirm any calculations required to convert from strength to volume, for example milligrams (mg) to millilitres (mls).

## **5. Record Keeping when using the Urgent Pandemic Pack**

The prescribed medicines, strength and dosage should be recorded clearly in the patient's notes.

The personal medication record should be updated in the usual way i.e. verified and signed by two trained staff including the date medication is to be stopped or reviewed, for example an antibiotic.

The administration of this medicine should be recorded on the administration records in the usual way.

The supplies in this pack may be used for more than one patient similar to the management of medicines on an acute ward in a hospital.

Patients, (once authorisation has been given from the prescriber) should be administered the medicine from the stock boxes during each medicine round.

Full 'courses' or full boxes **should not** be removed from the supply for use by a single patient but rather used at each drug round as central stock until the prescribed course has been completed.

A generic recording sheet can be found in Appendix 3. One recording sheet should be used for each medicine.

Complete these recording sheets (in addition to the administration record) to demonstrate which patient has received the medicines and to facilitate an audit trail.

File these recording sheets safely together in one place and retain in the home as you would for other patient records for the period of time specified in **The Nursing Homes Regulations (Northern Ireland) 2005**.

## **6. Stock replenishment of the Urgent Pandemic Pack**

Each nursing home ( $\geq 59$  beds) will only be supplied with one Urgent Pandemic Pack. This supply is a one-off and will not be repeated in this manner.

Subsequently, stock must be replenished via an Urgent Pandemic Pack Requisition (NHR1). The requisition (order form) must be completed by a NMC registered nurse for patients under his or her care and dispensed by a community pharmacist.

Full guidance on where to access a HNR1 requisition form and how to complete can be found in Appendix 3

Please also see Appendix 4 for an example of a completed Nursing Home Requisition Form (NHR1).

**Nursing homes must not request via a HNR1 any medicines that are not listed as either 1<sup>st</sup> or 2<sup>nd</sup> line choices on the agreed list (Appendix 1) unless advised to by the HSCB.**

First line choices should be used and requested where available.

Community pharmacies can advise nursing homes regarding the availability of drugs

Nursing homes will not be charged for the requisition. Community pharmacies will be reimbursed by the HSCB.

GPs & Community pharmacies will be also be informed of the process for replenishment via separate communication (HSCB)

**The NHR1 requisition form should not be written for an individual patient.**

**The medicines from this pack must not be transferred to another service or another registered care home.**

## **7. When should re-ordering of the Urgent Pandemic Pack occur?**

The stock should be reordered via a NHR1 requisition form when the **first dose** has been removed from a box. However for

**Levomepromazine 25mg/ml Injections and Glycopyrronium**

200mcg/ml injections this should happen when there are **5** ampoules left.

If your local pharmacy does not have the stock required please see link below that contains a list of pharmacies in the Community Pharmacist

Palliative Care Network (CPPCN) and a list of medicines they will stock for palliative care needs.

<http://www.hscbusiness.hscni.net/services/2481.htm>

In the event that neither of these pharmacies have the stock or are closed and you require the stock urgently (do not have enough stock to wait until the next day), then please contact your local OOH centre for further advice.

**Nursing Homes should ensure there is an adequate check of stock supplies of the Urgent Pandemic Pack on a daily basis and more regularly throughout the day if medication is being used to treat a patient or patients.**

## **8. Scenario outlining how the process will work**

Friday @ 5pm - Authorisation received from GP to administer Patient A doxycycline dispersible tablets 100mg two immediately and then one daily for a total of five days. Nurse updates kardex with GP instructions and doxycycline recording sheet and administration record are completed. Doxycycline administered to Patient A

Friday @ 5:30pm - A NHR1 requisition (order form) for doxycycline is completed by the nurse in charge of the patient and sent to the community pharmacy with the delivery driver.

Friday @ 9pm - Authorisation received from GP to administer Patient B doxycycline dispersible tablets 100mg two immediately and then one daily for a total of five days. Nurse updates kardex with GP instructions and doxycycline recording sheet and administration record are completed. Doxycycline administered to Patient B.

Friday @ 10pm - Authorisation received from GP to administer Patient C doxycycline dispersible tablets 100mg two immediately and then one daily for a total of five days. Nurse updates kardex with GP instructions and doxycycline recording sheet and administration record are completed. Doxycycline administered to Patient C

Sat @ 10am – Nursing home receives supply of doxycycline and adds to the running balance on the doxycycline recording sheet

Sat @ 10am Nurse sends a further NHR1 requisition for 2x8 Doxycycline 100mg dispersible tablets to the community pharmacy

Sat @ 5pm – Patient A receives next dose of doxycycline from Urgent pandemic pack and the recording sheet is completed

Sat @ 9pm – Patient B receives next dose of doxycycline from Urgent pandemic pack and the recording sheet is completed

Sat @ 10pm – Patient A receives next dose of doxycycline from Urgent pandemic pack and the recording sheet is completed

All patients continue to receive doses in this manner from the Urgent Pandemic Pack until courses are completed.

## **9. Disposal of these Medicines**

Do not dispose of these medicines until instructed to do so.

## **10. Responsibilities and Legislative Compliance**

Regulation 13 (4) of the Nursing Home Regulations (Northern Ireland) 2005 require registered providers to make suitable arrangements for the ordering; storage; recording; handling; safekeeping; safe administration and disposal of any medicines used in or for the purposes of the home.

Legislation also permits the supply of prescription only medicines and pharmacy medicines to authorities or persons carrying on the business of a nursing home and therefore allows the supply of the medication in the Urgent Pandemic COVID 19 Pack.

The stock belongs to the nursing home and the manager or person carrying on the business of the nursing home is responsible for the management of such stock.

Furthermore Misuse of drugs legislation permits the person in charge or acting person in charge of a nursing home and the senior registered nurse for the time being in charge of a nursing home to possess and supply controlled drugs in limited circumstances (with the exception of Schedule 2 controlled drugs). This stock would belong to the nursing home and the manager or person carrying on the business of the nursing home would be responsible for the management of such stock. Additionally the relevant persons will be accountable to the HSCB Accountable Officer (Joe Brogan).

## 11. Further Information

Please contact a RQIA pharmacist should you have any queries about the use of this pack on 028 9536 1111 or through the app which can be downloaded at <https://rqiani.glideapp.io/>

## Appendix 1a – HSCB permitted list (1<sup>st</sup> Line Treatments)

Nursing Home Urgent Pandemic Pack Medication List			
Drug	Strength	Pack Size	Notes
<b>Analgesia</b>			
Morphine Sulfate Oral Solution	10mg/5ml	3 x 100ml	Oramorph®
Paracetamol tablets	500mg	100	
Paracetamol Suppositories	500mg	10	
<b>Anxiolytics</b>			
Lorazepam Tablets	1mg	28	Suitable brands - Genus, Teva, Lexon, Mylan
<b>Anti-secretory</b>			
Hyoscine Hydrobromide Sublingual Tablets	300mcg	1 x 12	
<b>Antiemetics</b>			
Haloperidol Tablets	0.5mg	28	
<b>Antibiotics</b>			
Amoxicillin capsules	500mg	21	
Amoxicillin Oral Suspension	250mg/5ml	2x100ml	
Clarithromycin tablets	500mg	14	
Clarithromycin Oral Suspension	250mg/5ml	2x70ml	
Doxycycline dispersible tablets	100mg	8	
Metronidazole tablets	400mg	21	
Metronidazole Oral Suspension	200mg/5ml	100ml	
<b>Injectable</b>			
<b>Analgesia</b>			
Not included in pack - individual patient prescription required			
<b>Anxiolytics</b>			
Midazolam injection	10mg/2ml	10 amps	
<b>Anti-secretory</b>			
Glycopyrronium injection	200microgram/ml	10 amps	600microgram/3ml injection is alternative
<b>Antiemetics</b>			
Levomepromazine injection	25mg/ml	10 amps	
<b>Diluents</b>			
Water for injection		20 amps	
Sodium Chloride 0.9% injection		100 amps	
			Medication contained in Nursing Home Urgent Pandemic pack

## Appendix 1b – HSCB permitted list 2<sup>nd</sup> line treatments

Second line options are listed and should at the time of replenishment, 1<sup>st</sup> line treatments are out of stock, nursing homes should request the second line option

ALTERNATIVE IF KEY MEDICATIONS NOT AVAILABLE			
Drug	Strength	Pack Size	Notes
<b>Analgesia</b>			
Paracetamol Soluble Tablets	500mg	100	
Paracetamol Oral Solution	250mg/5ml	various	
<b>Anxiolytics</b>			
Diazepam Oral Solution	10mg/5ml	1x200ml	
Diazepam Rectal Tube	5mg/2.5ml	5	
<b>Anti-secretory</b>			
Hyoscine Hydrobromide Patches	1mg	2	
<b>Antiemetics</b>			
Prochlorperazine Buccal Tablets	3mg	50	
Haloperidol oral solution	5mg/5ml	100ml	

## Injectables

<b>Analgesia (Morphine and Oxycodone)</b>			
Not included in pack - individual patient prescription required			
<b>Anti-secretory</b>			
Hyoscine Hydrobromide injection	400microgram/ml	10 amps	
Hyoscine Butylbromide injection	20mg/ml	10 amps	
<b>Antiemetics</b>			
Cyclizine injection	50mg/ml	5 amps	
Haloperidol injection	5mg/ml	10 amps	

Please see Guidance document for details on how to replenish stock. This stock list does not contain any Schedule 2 Controlled Drugs such as Morphine and Oxycodone injections. These must be obtained in the **normal way** via a prescription on a **named patient basis**



### Appendix 3 Urgent Pandemic Pack Requisition Form (NHR1) and Guidance

<b>Nursing Home Urgent Pandemic Pack Stock Requisition Form (Including CDs Schedule 3) (NHR1)</b>			
The guidance notes should be read before completion. <u>All</u> sections must be completed legibly using indelible ink.			
<b>Part One - Details of Nursing Home and Nurse</b>			
Name of Authorised Nurse (capitals)			
NMC Registration Number			
Position within Nursing Home			
Details of nursing home where drugs are required to replenish Urgent Pandemic Pack			
Name Address			
Contact Telephone Number			
Signature of Authorised Person		Date	

<b>Part Two - Details of Drugs Requested</b>			
Drug Name (in capitals)	Strength	Form	Quantity (For Midazolam include words & figures)

**Directions for pharmacy label:**  
To be given in accordance with prescriber's instructions on the PMR/Kardex Chart

<b>Part Three - Details of Supplier and Person Collecting Drugs</b>			
Name & Address of Community Pharmacist (Legible Stamp acceptable)			
I confirm that I am authorised to supply drugs including Controlled Drugs and have checked that the recipient is authorised to request and possess in the named nursing home above as directed by HSCB			
Signed by registered nurse <input type="checkbox"/>	Medication on List approved by HSCB <input type="checkbox"/>	Nursing Home on List approved by HSCB <input type="checkbox"/>	
Name of Pharmacist Supplying (capitals)			
Signature of Pharmacist Supplying		Date	
To be completed at the point of collection/delivery			
Signature and name of Nurse		Date	
If these drugs are not collected or received by a registered nurse, he/she must provide a written statement confirming the recipient is empowered to collect/receive the drugs on their behalf. <input type="checkbox"/>			
<i>For record-keeping purposes, provide the person collecting/receiving CDs with a copy of the <b>completed</b> form.</i>			

1. This form must be used to order (requisition) medicines to replenish stocks in the Urgent Pandemic Pack during the COVID-19 pandemic. HSCB will provide information as to when supply via this route is no longer allowed.
2. This form must be used to order (requisition) medicines from community pharmacies only.
3. Medication received must not be transferred to other Nursing homes.
4. Only NMC registered nurses can use this form to order (requisition) medication.
5. NMC registration can be confirmed by Community Pharmacies using the following link  
<https://www.nmc.org.uk/registration/search-the-register/>
6. Only Nursing Homes listed on the BSO website are permitted to request and be supplied with the agreed medication  
<http://www.hscbusiness.hscni.net/services/3137.htm>
7. Only medication listed in the HSCB agreed Urgent Pandemic Pack Stock List is permitted to be requested and supplied unless instructed otherwise by the HSCB. <http://www.hscbusiness.hscni.net/services/3137.htm>
8. Any medication not contained on this list must be prescribed and dispensed in the normal way via a HS21 for a named patient.
9. The community pharmacy should label each medication with the following
  - Name of nursing home for who the supply has been requested
  - Drug Name, Quantity, Strength, Form
  - Date of supply
  - The directions *'To be given in accordance with prescriber's instructions on the PMR/Kardex Chart*
  - The name of the pharmacy supplying the medication
10. The NHR1 form (together with notes for completion) should be downloaded as required from the BSO website  
<http://www.hscbusiness.hscni.net/services/3137.htm>
11. An example of a completed form is available via this link.
12. The NHR1 should be completed as follows:

In Part One of the NHR1

The NMC registered nurse must write in capitals their name, position, NMC registration number

The NMC registered nurse must write the name, address and telephone number of the nursing home that requires stock to replenish the Urgent Pandemic Pack.

This must be a nurse in charge of patients for whom the stock is to be used.

The NMC registered nurse must sign their name and enter the date in the correct boxes at the bottom of Part One.

In Part Two of the NHR1:

The NMC registered nurse must write the drugs to be ordered (including drug name in capitals, full details of strength, form and quantity). Care should be taken to request only those drugs permitted by the HSCB

A new line should be used for each drug.

An additional form should be used if necessary.

If Midazolam is required the nurse must complete the quantity in words and figures.

### In Part Three of the NHR1

The community pharmacist must check that the nurse has completed all relevant sections correctly.

The community pharmacist must write the name and address of their pharmacy (a stamp is acceptable if legible and includes all details).

The community pharmacist must tick the boxes to confirm that they are authorised to supply drugs including Controlled Drugs and have checked that the nurse is authorised to request and possess the drugs in the named nursing home.

The community pharmacist must write their name and role (in capitals), sign and enter the date of supply in the relevant boxes.

Community Pharmacies should request the person collecting/receiving the medicines(s) to sign and date the form in the relevant boxes.

Where a messenger (not a nurse) is used to collect/receive the medicines, tick the box to confirm a written authorisation has been received from the nurse empowering the messenger to receive the CDs on their behalf. Note: use of messengers is not recommended practice.

Community pharmacies should provide a copy of the completed form to the person collecting/receiving the drugs.

13. The nursing home should not be charged for the supply. The community pharmacies will be reimbursed by the HSCB.
14. Completed NHR1 forms along with a relevant claim form (and invoices if required) must be submitted to the Health and Social Care Board (HSCB) local office on a monthly basis. The claim form can be downloaded from the BSO website (<http://www.hscbusiness.hscni.net/services/3137.htm>). A worked example will also be available via this link
15. Further information on the submission process, claim form and reimbursement can be found on the BSO website <http://www.hscbusiness.hscni.net/services/3137.htm>

**Data Protection Statement:** Completed NHR1 forms submitted to the HSCB may be used within the HSC to prevent inappropriate use of drugs including controlled drugs and may be disclosed to organisations outside the HSC that have a lawful entitlement to receive it. HSCB may retain NHR1s for up to 6 years.

## Appendix 4 - Urgent Pandemic Pack Requisition Form Worked Example

Nursing Home Urgent Pandemic Pack Stock Requisition Form (Including CDs Schedule 3) (NHR1)			
The guidance notes should be read before completion. All sections must be completed legibly using indelible ink.			
Part One - Details of Nursing Home and Nurse			
Name of Authorised Nurse (capitals)	MR D GETWELL		
NMC Registration Number	3654		
Position within Nursing Home	Nurse		
Details of nursing home where drugs are required to replenish Urgent Pandemic Pack			
Name Address	Silver Beech Nursing Home Main Street Wellnesstown		
Contact Telephone Number	082654673456		
Signature of Authorised Person	David Getwell	Date	09/04/2020

Part Two - Details of Drugs Requested			
Drug Name (in capitals)	Strength	Form	Quantity (For Midazolam include words & figures)
Amoxicillin	500mg	caps	2 x 21
Midazolam	10mg/2ml	amps	10 (Ten)
Doxycycline 100mg Dispersible	100mg	tabs	1 x 8

Directions for pharmacy label:
To be given in accordance with prescriber's instructions on the PMR/Kardex Chart

Part Three - Details of Supplier and Person Collecting Drugs			
Name & Address of Community Pharmacist (Legible Stamp acceptable)	Careton Pharmacy Main Street Wellnesstown Northern Ireland		
I confirm that I am authorised to supply drugs including Controlled Drugs and have checked that the recipient is authorised to request and possess in the named nursing home above as directed by HSCB			
Signed by registered nurse <input checked="" type="checkbox"/>	Medication on List approved by HSCB <input checked="" type="checkbox"/>	Nursing Home on List approved by HSCB <input checked="" type="checkbox"/>	
Name of Pharmacist Supplying (capitals)	Mrs L Careton		
Signature of Pharmacist Supplying	L Careton	Date	09/04/2020
To be completed at the point of collection/delivery			
Signature and name of Nurse	D Getwell	Date	09/04/2020
If these drugs are not collected or received by a registered nurse, he/she must provide a written statement confirming the recipient is empowered to collect/receive the drugs on their behalf. <input type="checkbox"/>			
For record-keeping purposes, provide the person collecting/receiving CDs with a copy of the <b>completed</b> form.			

