

## Prescription writing

### Shared care

In its guidelines on responsibility for prescribing (circular EL (91) 127) between hospitals and general practitioners, the Department of Health has advised that legal responsibility for prescribing lies with the doctor who signs the prescription.

### Requirements

Prescriptions should be written legibly in ink or otherwise so as to be indelible (it is permissible to issue carbon copies of NHS prescriptions as long as they are signed in ink), should be dated, should state the name and address of the patient, the address of the prescriber, an indication of the type of prescriber, and should be signed in ink by the prescriber (computer-generated facsimile signatures do not meet the legal requirement). The age and the date of birth of the patient should preferably be stated, and it is a legal requirement in the case of prescription-only medicines to state the age for children under 12 years. These recommendations are acceptable for **prescription-only medicines**. Prescriptions for controlled drugs have additional legal requirements.

Wherever appropriate the prescriber should state the current weight of the child to enable the dose prescribed to be checked. Consideration should also be given to including the dose per unit mass e.g. mg/kg or the dose per m<sup>2</sup> body-surface area e.g. mg/m<sup>2</sup> where this would reduce error. The following should be noted:

- The strength or quantity to be contained in capsules, lozenges, tablets etc. should be stated by the prescriber. In particular, strength of liquid preparations should be clearly stated (e.g. 125 mg/5 mL).
- The unnecessary use of decimal points should be avoided, e.g. 3 mg, not 3.0 mg. Quantities of 1 gram or more should be written as 1 g etc. Quantities less than 1 gram should be written in milligrams, e.g. 500 mg, not 0.5 g. Quantities less than 1 mg should be written in micrograms, e.g. 100 micrograms, not 0.1 mg. When decimals are unavoidable a zero should be written in front of the decimal point where there is no other figure, e.g. 0.5 mL, not .5 mL. Use of the decimal point is acceptable to express a range, e.g. 0.5 to 1 g.
- 'Micrograms' and 'nanograms' should **not** be abbreviated. Similarly 'units' should **not** be abbreviated.
- The term 'millilitre' (ml or mL) is used in medicine and pharmacy, and cubic centimetre, c.c., or cm<sup>3</sup> should not be used. (The use of capital 'L' in mL is a printing convention throughout the BNF; both 'mL' and 'ml' are recognised SI abbreviations).
- Dose and dose frequency should be stated; in the case of preparations to be taken 'as required' a **minimum dose interval** should be specified. Care should be taken to ensure children receive the correct dose of the active drug. Therefore, the dose should normally be stated in terms of the mass of the active drug (e.g. '125 mg 3 times daily'); terms such as '5 mL' or '1 tablet' should be avoided except for compound preparations. When doses other than multiples of 5 mL are prescribed for *oral liquid preparations* the dose-volume will be provided by means of an **oral syringe**, (except for preparations intended to be measured with a pipette). Suitable quantities:
  - Elixirs, Linctuses, and Paediatric Mixtures (5-mL dose), 50, 100, or 150 mL
  - Adult Mixtures (10 mL dose), 200 or 300 mL
  - Ear Drops, Eye drops, and Nasal Drops, 10 mL (or the manufacturer's pack)
  - Eye Lotions, Gargles, and Mouthwashes, 200 mL
- The names of drugs and preparations should be written clearly and **not** abbreviated, using approved titles **only**;

**avoid** creating generic titles for modified-release preparations.

- The quantity to be supplied may be stated by indicating the number of days of treatment required in the box provided on NHS forms. In most cases the exact amount will be supplied. This does not apply to items directed to be used as required—if the dose and frequency are not given then the quantity to be supplied needs to be stated. When several items are ordered on one form the box can be marked with the number of days of treatment provided the quantity is added for any item for which the amount cannot be calculated.
- Although directions should preferably be in **English without abbreviation**, it is recognised that some Latin abbreviations are used.

### Sample prescription

|   |  |  |
|---|--|--|
| Pharmacy Stamp  | Age<br>1yr 3mths   | Title, Forename, Surname & Address<br>Master Peter Patient |
|   | D.o.B<br>2/4/2010  | Flat 1<br>50 Stanhope Street<br>Newtown TE22 1ST           |
| Please don't stamp over age box                         |  |  |
| Number of days' treatment<br>N.B. Ensure dose is stated | 5  |  |
| Endorsements  | Amoxicillin oral suspension<br>125mg/5ml sugar-free<br>125mg three times daily<br>Supply 100ml<br>(No more items on this prescription) |  |
| SAMPLE  |  |  |
| Signature of prescriber                                 | Date<br>02/07/11   |  |
| For dispenser<br>No. of Prescrs.<br>on form             | Anyborough Health Authority<br>Dr D O Good 345543<br>7 High Street<br>Anytown KB1 CD2<br>Tel: 0111 222 333                             |  |
| NHS   | FP10NC0105   |  |

**Abbreviation of titles** In general, titles of drugs and preparations should be written *in full*. Unofficial abbreviations should **not** be used as they may be misinterpreted.

**Non-proprietary titles** Where non-proprietary ('generic') titles are given, they should be used for prescribing. This will enable any suitable product to be dispensed, thereby saving delay to the patient and sometimes expense to the health service. The only exception is where there is a demonstrable difference in clinical effect between each manufacturer's version of the formulation, making it important that the child should always receive the same brand; in such cases, the brand name or the manufacturer should be stated.

**Non-proprietary names of compound preparations** Non-proprietary names of **compound preparations** which appear in *BNF for Children* are those that have been compiled