

Nursing Clinical Practice Standards
Medication Standing Orders

HOSPITAL POLICY NO:

NCPS 061

Legislation: Narcotic Drugs Act 1967
 Pharmacists Registration Act 2001- Queensland
 Drugs Misuse Act 1996
 Drugs, Poisons and Controlled Substances Act 1981
 Drugs, Poisons and Controlled Substances Regulations
 2006.

POLICY STATEMENT

Standing order medications may be administered by a nurse providing the medication is listed on a standing order form that has been reviewed by the Visiting Medical Officer(VMO) within 12 months and the VMO signs the medication sheet within 24 hours of administration.

OUTCOME STATEMENT

St Andrew’s Hospital has clear guidelines for the management of medication standing orders which specifies who may issue a standing order, who works under a standing order and the review process for standing orders. Medications are managed in a safe and effective manner in accordance with legislation.

Definition:

A standing order is a written instruction issued by a medical practitioner or dentist, in accordance with the regulations, authorising a specified class of persons engaged in the delivery of health care to supply and administer specified medications in circumstances specified in the instruction, without a prescription. A standing order does not enable a person who is not a medical practitioner or dentist to prescribe medicines – only to supply and/or administer prescription medicines as directed.

Who can issue standing orders at St Andrew’s Hospital:

The following people are the only people able to issue a standing order for use at St Andrew’s Hospital:

- A medical practitioner accredited to work at St Andrew’s Hospital
- A dentist accredited to work at St Andrew’s Hospital

<i>Document Title:</i> Medication Standing Orders Policy	
<i>Developed By:</i> Director of Clinical Services	
<i>Authorised By:</i> Executive Committee & Pharmacy Management Committee	
<i>Date Developed:</i> March 2000	
<i>Last Reviewed:</i> 18.05.2011	<i>Next Review Due:</i> May 2014

Who can work under standing orders at St Andrew’s Hospital:

Staff who are permitted to administer medicines pursuant to a standing order must be employed to work at St Andrew’s Hospital on a fulltime, part time, casual or contracted agency basis, and include:

- Registered Nurses with Queensland Nursing Council
- Endorsed Enrolled Nurses with Queensland Nursing Council

Standing orders must be condition specific and include sufficient detail for the information and direction of nursing staff. **The Standing Order should list:**

- The medicines that may be supplied under the standing order, including name, strength, dose, route, and frequency of administration
- The indications for which the medicines are to be administered
- The contraindications for the medicines to be administered (where possible interaction with other drug therapy)
- Any restrictions on categories of staff who may administer the medication.

PROCESS

When developing and implementing a standing order it is recommended that:

- The order must be approved by the Pharmacy Management Committee and be in the form of a written instruction, signed and dated by an appropriate senior medical officer
- The standing order must be time limited and reviewed regularly by the local Pharmacy Management Committee and re-signed
- Standing orders must be linked to an organisational policy relevant to standing orders and supported by appropriate education or training for the registered and endorsed enrolled nurses.
- Medication administered according to a standing order must be documented in the 'Once only' section of the medication chart and be acknowledged after administration by a medical practitioner (or other clinician authorised to prescribe that medication, by their countersignature).

Hospital Executive and Management staff shall ensure:

- St Andrew’s Hospital Medication Standing Orders form (See Appendix 1) is used by all VMOs
- Standing order forms are reviewed every 12 months.
- Standing orders are received by Executive office who then distribute copies to clinical ward managers and scan standing order and lodge on intranet.

Nursing staff shall ensure:

- Medications that are administered from a standing order must be noted as a once only drug on the medication chart where the VMO will sign it within 24 hours.

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- A note must be made in the clinical pathway and variance chart with details as to the reason for administration and the patient's response to the medication.

REFERENCES

Chief Health Officer Qld Government, (2010). Number 1/2010 Circular: Use of Standing Orders under the Health (Drugs and Poisons) Regulation 1996. Available from: www.qheps.health.qld.gov.au/cho

Briggs,J. (2000), The Administration and Supply of Medications by Registered Nurses in Rural and Remote Areas, Volume 4, Issue 5, ISSN 1329-1874, 6 pages

Ministry of Health NZ, 2006, Guidelines for the Development and Operation of Standing Orders, Available online : www.moh.govt.nz , Access date: 24/04/2007

Department of Health South Australia, Model Standing Drug Orders, Available online: www.dhs.sa.gov.au/pehs , Access date: 24.04.2007

Lorne Community Hospital, (2004), Policy governing the use of standing orders, Available online, Access date: 24.04.2007

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APPENDIX 1: MEDICATION STANDING ORDERS Version2

Standing orders must be condition specific:

Please indicate conditions specific to this standing order:

- | | |
|------------------------------------|--|
| <input type="checkbox"/> Insomnia | <input type="checkbox"/> Pain relief |
| <input type="checkbox"/> Nausea | <input type="checkbox"/> Constipation |
| <input type="checkbox"/> Diarrhoea | <input type="checkbox"/> Gastric Reflux |
| <input type="checkbox"/> UTI | <input type="checkbox"/> IV Cannula integrity |
| <input type="checkbox"/> Febrile | <input type="checkbox"/> Other, Please specify _____ |

This order may be used as outlined in the Hospital Policy- Medication Standing Orders and is only valid for 12 months from the date signed.

Oral Analgesia	<input type="checkbox"/> Paracetamol 500mg x 2 6 hourly po <input type="checkbox"/> Other, Please specify: Indications for administration: Contraindications to administration:
Cough Linctus	<input type="checkbox"/> Pholcodeine as per manufacturer's Instructions <input type="checkbox"/> Other, Please specify: Indications for administration: Contraindications to administration:
Aperients	<input type="checkbox"/> Microlax enema pr <input type="checkbox"/> Movicol, 1 sachet daily <input type="checkbox"/> Other, Please specify: Indications for administration: Contraindications to administration:

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18.05.2011

PLEASE NOTE	This order may be used as outlined in the Hospital Policy- Medication Standing Orders and is only valid for 12 months from the date signed.
Antacids	<input type="checkbox"/> Mylanta 20ml po prn <input type="checkbox"/> Other Please specify Indications for administration: Contraindications to administration:
Sedation	<input type="checkbox"/> Temazepam 10mg to 20mg po nocte prn <input type="checkbox"/> Other Please specify: Indications for administration: Contraindications to administration:
Alkalizer	<input type="checkbox"/> Ural sachet as per manufacturer's instructions <input type="checkbox"/> Other Please specify: Indications for administration: Contraindications to administration:
Peripheral Intravenous Cannula Flush	<input type="checkbox"/> 5ml 0.9% Normal Saline IV 6 hourly Indications for administration: Contraindications to administration:

Medication administered in accordance with this standing order must be documented in the 'once only' section of the medication chart and be signed by a medical practitioner within 24 hours.

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