

Purpose of this procedure:

This procedure must only be carried out in exceptional circumstances, when a medicine has to be prescribed verbally in an emergency situation by a prescriber who is present.

The Procedure:

- 1.0 Where a verbal prescription is given by a prescriber present at an emergency, the medicine name, dose and route of administration must be stated
- 2.0 The individual who prepares the medicine must ensure the correctness by repeating the name, dose and route of administration to the prescriber who ordered it and the prescriber must check the prepared medicine along with its original packaging
- 3.0 The medicine must be administered either by the prescriber or by the individual who prepared it. Both must be present at the time of administration
- 4.0 An accurate record of all medicines administered in this situation must be kept and all medicine containers must be kept until a formal record is completed and agreed by those who were present
- 5.0 All medicines which have been administered must be accurately recorded onto the appropriate documentation by the prescriber and countersigned by a witness.

Associated materials/references:

[The Safe Use of Medicines Policy](#)