

Repeat Dispensing FP10 (Paper)		
Reference	How To Guide 45	
Version	1.2	
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## 1. What is Repeat Dispensing?

- The patient is issued with a repeat authorisation form (RA) and a number of repeat dispensing (RD) prescriptions. Only the RA form needs to be signed by the prescriber.
- Together the RA and RD forms are called a 'batch' prescription
- The RA form authorises supply from the RD prescriptions.
- A supply to cover up to 12 months (13 x 28 day prescriptions) can be issued.
- The RA form and RD prescriptions allow dispensing of medication at intervals without the need to process repeat prescription requests for the duration of the batch.
- Repeat dispensing is not suitable for all patients. It is suited to patients with chronic conditions who are likely to remain stable on their medicines for the duration of the batch of repeat prescriptions. Patients prescribed significant numbers of items or who are likely to be hospitalised are not suitable for inclusion in the repeat dispensing scheme. Also patients who have a number of 'when required' items are less likely to benefit as there can be confusion over which items the patient is responsible for ordering. When required medication should be issued on a separate repeat dispensing prescription so that the number of issues can be adjusted to match patient usage.
- The prescriber must obtain the patient's consent before commencing repeat dispensing, the patient's records must be clearly annotated with code **8BM1** (repeat dispensing patient)
- Prescription admin staff should check that the RA has been signed before handing it out
- **Schedule 2 and 3 Controlled Drugs cannot be prescribed via repeat dispensing.**
- Repeat dispensing prescriptions for schedule 4 Controlled drugs can only be dispensed for the first time within 28 days of the prescription issue date. After the first dispensing the repeats are legally valid within the normal periods of validity of the repeat prescription.
- At the point of dispensing each instalment, the pharmacist will be responsible for checking patient adherence and other clinical factors that are relevant to the appropriateness of the continued supply. The Pharmacist is required to ask the patient 4 questions :-

1. Have you seen any Health Professional (GP, Nurse or Hospital Doctor) since your last repeat was supplied?
2. Have you recently started taking any new medicines either on prescription or that you have bought over the counter?
3. Have you been having any problems with your medication or experiencing any side effects?
4. Are there any items on your repeat prescription that you don't need this month?

Any issues of concern to the pharmacist should be reported to the practice

## **2. Purpose**

Repeat dispensing is a process that allows patients to receive batches of stable medication to cover a set period e.g. 6 months, until their next medication review is due. The prescriptions and tokens are given to the patient who submits them to a community pharmacy of their choice and these are dispensed at regular intervals. See 'How To' 50.

In paper repeat dispensing the RA authorising token is given to one pharmacy and all of the RD prescriptions must be dispensed by the same pharmacy holding the RA.

## **3. Procedure**

When processing repeat dispensing paper FP10 prescriptions, the items will print with an RA and corresponding RD's. The repeat authorising form (RA) associated with paper prescriptions should include the prescriber name, patient name and prescribed medicine details and also include the number of issues required and the dispensing interval (e.g. weekly, monthly, quarterly). The form should contain the letters "RA" on the right-hand side of the form. This form must be signed by the prescriber.

The maximum number of batch issue forms (RD) that can be issued is equivalent to one year's duration of prescribing of an individual item (i.e. 13 x 28 day prescriptions) prescriptions should ideally be issued in 3, 6 or 12 month batches. These forms should contain the same prescriber, patient and prescribed medicine details as the authorising forms and indicate in the prescribing area that the form is being used for repeat dispensing. These forms should include the letters "RD" on the right-hand side and do not need the individual signature of the prescriber.

All RA's must be signed by the prescriber; RD's do not need to be signed.

As repeat dispensing on FP10 prints many pages it is useful to paper clip the prescriptions together to ensure that pages do not go missing.

Once the prescriptions have been signed by the prescriber they should be checked to ensure the whole batch has been printed out correctly. The prescriptions should then be stapled together to keep the batch together.

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