



London Ambulance Service **NHS**
NHS Trust

**Policy on the Supply and Administration of Medicines
Under Patient Group Directions**

DOCUMENT PROFILE and CONTROL.

Purpose of the document: To provide a clear policy on the supply and administration of medicines under Patient Group Directions (PGDs).

Sponsor Department: Medical Directorate

Author/Reviewer: Medical Director. To be reviewed by February 2011.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
24/02/09	2.1	AD Org. Development	Minor- addition to section 4.1.2
13/02/09	1.7	Records Manager	Minor - scope
15/12/08	1.6	Senior Clinical Advisor	Minor – added monitoring
15/12/08	1.5	Records Manager	Minor – reformatted
30/11/08	1.4	Senior Clinical Advisor	Minor
26/11/08	1.3	Assistant Medical Director (Primary care)	Minor – removed sections 4.4 – 4.7
09/10/08	1.2	Records Manager	Minor - reformatted
22/08/08	1.1	Senior Clinical Advisor, Medical Director, Emergency Care Practitioner, Assistant Medical Director (Primary care)	
01/08/05	1.0		

***Version Control Note:** All documents in development are indicated by minor versions i.e. 0.1; 0.2 etc. The first version of a document to be approved for release is given major version 1.0. Upon review the first version of a revised document is given the designation 1.1, the second 1.2 etc. until the revised version is approved, whereupon it becomes version 2.0. The system continues in numerical order each time a document is reviewed and approved.

For Approval By:	Date Approved	Version
CGC	23/02/09	2.0
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The Pulse	30/03/09	Records Manager	GDU

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Links to Related documents or references providing additional information		
Ref. No.	Title	Version
OP/002	Procedure covering the issue & use of drugs by LAS Staff. (POMs)	
	Medicines Act 1968 (As amended)	
	Prescription Only Medicines (Human Use) Order 1997 (As amended)	
	Health Service Circular 2000/26	
	http://www.portal.nelm.nhs.uk/PGD/default.aspx	

Document Status: This is a controlled record as are the document(s) to which it relates. Whilst all or any part of it may be printed, the electronic version maintained in P&P-File remains the controlled master copy. Any printed copies are not controlled nor substantive.

1. Introduction

Legislation created under the Medicines Act 1968 lists certain Prescription Only Medicines (POMs) that registered ambulance paramedics are allowed to administer parentally, having been given the appropriate training.

On 9th August 2000 legislation came into force which allows drugs not included in the statutory list to be administered by registered health professionals under a Patient Group Direction (PGD). A PGDI is a specifically written instruction for the supply or administration of a named medicine in an identified clinical situation. It applies to groups of patients or other service users who may not be individually identified before presentation for treatment.

2. Scope

This policy applies to the administration of drugs, identified under PGD, to patients and service users by registered LAS health care professionals. Specifically defining responsibilities of LAS staff, content of PGDs.

3. Objectives

1. To provide a clear policy on the supply and administration of medicines under PGDs.

4. Policy

4.1

- 4.1.1 Patient Group Directives (PDG) can only be utilized by members of LAS staff who are Registered Paramedics, Registered Nurses or other selected health care professionals registered with one of the UK statutory health regulatory bodies, and have undertaken specific training in the use of PGDs.
- 4.1.2 It will be the responsibility of the London Ambulance Service Clinical Steering Committee (LASCSC) to draw up and approve all Patient Group Directions. They will be signed by the Chief Executive, the Medical Director and a Senior Pharmacist. They must also contain the names and designations of at least two peer reviewers. All Patient Group Directions will include an implementation date and review date. It will be the responsibility of the Medical Director to ensure that all PGDs are reviewed according to the review date set or sooner if there is a change in drug information and/or prescribing guidance.
- 4.1.3 Only medicines with a marketing authorisation for use in the group of patients specified will be administered under a Patient Group Direction. A PGD can be used for certain controlled drugs. The National Prescribing Centre is the source to be used when formulating a PGD for a controlled drug, (www.npc.co.uk).

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4.2 Contents of PGDs

4.2.1 Each PGD will include the following:

- The name of the Trust to which the direction applies
- The date when the direction comes into force, the date it expires and the review date
- A description of the medicine(s) to which the direction applies, including legal classification
- The clinical conditions or situation to which the direction applies
- The class of health professional who may supply or administer the medicine(s)
- Circumstances in which a patient must be excluded from treatment under the direction
- Circumstances in which further advice should be sought from a doctor
- Appropriate dosage and maximum total dosage, quantity, pharmaceutical form and strength, route, frequency and duration of administration.
- Relevant warnings, including potential adverse reactions
- Record keeping arrangements
- Names and signatures of the individuals permitted to administer under the PGD
- The signatures of the Chair of the LASCSC, Medical Director and a Senior Pharmacist
- The signature of the Chief Executive

4.3 Authorised Persons

4.3.1 Registered paramedics trained and assessed as competent in the use of the specified drug, and who have signed the signature sheet attached to each PGD are authorised to administer that drug under PGDs.

4.3.2 A registered paramedic is defined as a person whose name appears on the Paramedic Register maintained by the Health Professions Council under the Health Professions Order 2001.

4.3.3 At the discretion of the Medical Director other registered healthcare professionals employed by the London Ambulance Service will be allowed to utilize PGDs.

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4.4 Additional Guidance

4.4.1 The Medical Director will be responsible for ensuring that staff operating within PGDs are competent in the management of patients to which specific directions apply.

4.4.2 All medicines will be stored in accordance with LAS Trust Policies and Procedures.

IMPLEMENTATION PLAN	
Intended Audience	For all LAS staff
Dissemination	Available to all staff on the Pulse
Communications	Revised Procedure to be announced in the RIB and a link provided to the document
Training	Training on PGDs and this policy will be provided as an integral part of the ECP course.
Monitoring	Will be via the ECP Clinical Performance Indicators (CPIs) of which PGD usage is an integral part.