

Summary of Housekeeping Protocols

Good housekeeping of repeat prescription screens can prevent prescriptions being issued and dispensed when the medication is no longer clinically appropriate or at an unnecessary frequency, e.g. good practice information published by NICE Clinical Knowledge Summaries (CKS) recommends that compression hosiery only needs to be replaced three to six monthly unless damaged.

- 1) **Baby Milks and ONS** - ensure appropriate quantities are prescribed and not used for longer than clinically necessary.
- 2) **Methotrexate and folic acid** - ensuring an appropriate dose of folic acid is taken as advised will minimise the risk of adverse drug reactions due to the methotrexate and ensure that the effect of the methotrexate is not limited by taking folic acid on the same day.
- 3) **Continence Products and Quantities** - appropriate ordering quantities for catheters and continence products supplied on FP10 prescriptions.
- 4) **Removal of old items (e.g not issued in last 6 months) from repeat list** - to ensure that the repeat template only lists medication that is current and appropriate for repeat prescribing.
- 5) **Topical Corticosteroids** - review of quantity issued by body area being treated.
- 6) **Stoma Products – Quantities** - to ensure appropriate prescribing quantities of stoma appliances and accessories are prescribed.
- 7) **Oral Iron Preparations** - to ensure that oral iron preparations are prescribed and reviewed at appropriate intervals.
- 8) **Bisphosphonates' + Calcium Supplements indicated for osteoporosis** - ensure calcium supplements are not prescribed on the same day as bisphosphonates where appropriate.
- 9) **Eye Drop and Single Dose Eye Preparation Quantities** - on appropriate ordering quantities for eye drops and single dose eye preparations.
- 10) **Spacers** - frequency of replacement.
- 11) **Reducing Waste of Inhaled Corticosteroid Inhalers** - to identify over use.
- 12) **Quinine for Nocturnal Leg Cramps** - to promote routine drug holidays.
- 13) **Glyceryl trinitrate (GTN) Spray and Tablets** - to ensure not over ordering.
- 14) **Adrenaline Auto-Injectors** - to ensure patients receiving device they have been trained on and not over ordering.
- 15) **Insulin Optimisation** - review patient record and assess whether the amount of insulin being prescribed per month/year is correct for dose necessary.
- 16) **Hosiery Products – Recommended prescription quantities** - usually only require replacement on a 3 monthly basis.
- 17) **'When necessary' medication that could be removed from the repeat list** - to ensure that prn medication is not stockpiled.

The housekeeping protocols can be found on the members extranet, [here](#).