

## ADULT PRESCRIPTION AND ADMINISTRATION CHART: FOR MEDICINES GIVEN BY SYRINGE OR INFUSION PUMP

### Guidance on use of the chart

#### NOTES FOR PRESCRIBERS

- Prescribe the medicine on the Kardex (state dose 'as per chart' where applicable).
- Complete section 1 of the chart.
- Specify the *units* of the 'Total amount of medicine added to the bag or syringe'. Units are usually expressed as micrograms, milligrams or mmol.
- Calculate the total volume for infusion by adding together the volume of medicine plus the volume of diluent.
- Express the final concentration as the amount of medicine in 1ml of infusion fluid.
- Prescribe an initial flow-rate in ml/hour in section 2 and ask a nurse, doctor or pharmacist to independently check the calculation.
- Re-prescribe on a new chart if any prescription details (section 1) change and/or all 'administration check' boxes have been used.
- To stop the medicine, complete section 5 and score through both sides of the chart with the word 'stopped'. The medicine must also be discontinued on Kardex.

#### NOTES FOR NURSING STAFF

- Check the Kardex before administration to ensure that the medicine hasn't been discontinued.
- Ensure the flow-rate has been documented as 'verified'.
- Obtain a second independent check for both preparation of the final product and pump set-up.
- Undertake hourly administration checks and use the 'Comments' section to record any significant observations. Inform medical staff of any unexpected events (for further guidance see GGC Administration of Intravenous Medication Policy).
- Request completion of a new chart if all administration boxes have been used.
- The infusion can be prepared more than once providing it is still prescribed on the Kardex.