



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 July 2018.

Document Status: Final

Amendment History			
Date	*Version	Author/Contributor	Amendment Details
25/08/15	3.2	IG Manager	Document Profile and Control update, new Implementation Plan, and minor amendments
04/08/15	3.1	Consultant Paramedic	Updated in light of changes to PGD legislation and to incorporate new drugs and clinical roles.
29/04/15	2.4	Consultant Paramedic	Revisions to most sections
28/12/11	2.3	Senior Clinical Advisor	Reviewed: No changes
23/02/10	2.2	Senior Clinical Advisor	Reformatted, added responsibilities and definitions, defined intended audience
24/02/09	2.1	AD Org. Development	Addition to section 4.1.2
13/02/09	1.7	Records Manager	Added scope
15/12/08	1.6	Senior Clinical Advisor	Added monitoring
15/12/08	1.5	Records Manager	Reformatted
30/11/08	1.4	Senior Clinical Advisor	
26/11/08	1.3	Assistant Medical Director (Primary care)	Removed sections 4.4 – 4.7
09/10/08	1.2	Records Manager	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
SMT	08/07/15	3.0
CGC	23/02/09	2.0
Ratified by Trust Board (If appropriate):		

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Published on:	Date	By	Dept
The Pulse (v3.2)	27/08/15	Governance Administrator	G&A
The Pulse	30/03/09	Records Manager	GDU
LAS Website (v3.2)	27/08/15	Governance Administrator	G&A
LAS Website	09/04/09	Records Manager	GDU
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The RIB	01/09/15	IG Manager	G&A
The RIB	31/03/09	Records Manager	GDU

EqIA completed on	By
17/02/2010	Senior Clinical Advisor
Staffside reviewed on	By

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)	
	The Human Medicines Regulations 2012	
	Health Service Circular 2000/26	
	http://www.portal.nelm.nhs.uk/PGD/default.aspx	

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1. Introduction

Legislation created under the Medicines Act 1968 lists certain Prescription Only Medicines (POMs) that registered paramedics are permitted to possess and administer following 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 PGD is defined in Health Service Circular (HSC 2000/026) as written instructions for the supply or administration of medicines to groups of patients who may not be individually identified before presentation for treatment. PGDs provide a legal framework that allows the supply and/or administration of a specified medicine(s), by named, authorised, registered health professionals, to a pre-defined group of patients needing prophylaxis or treatment for a condition described in the PGD, without the need for a prescription or an instruction from a prescriber. Using a PGD is not a form of prescribing. In 2012, an amendment to Regulation 7 of the 2001 Misuse of Drugs Regulations extended the range of controlled drugs that may be administered via a PGD to include any drug in Schedule 2, 3, 4 & 5 of the Misuse of Drugs Act 1971. Overarching legislation supporting the use of PGDs is now contained within The Human Medicines Regulations 2012.

2. Scope

This policy applies to the supply and administration of drugs via PGDs, to patients and service users by registered health care professionals employed by the LAS.

3. Objective

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

4. Responsibilities

4.1 Medical Director

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, prescribing guidance, or clinical practice
- ensure that staff administering medication via PGDs are competent in the management of patient groups to which specific directions apply.

4.2 Staff using PGDs

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Before using a drug under a PGD it is the responsibility of that member of staff to ensure that they have completed appropriate training to supply that drug via PGD. Staff using PGDs to administer general issue drugs not subject to Prescriptions Amendment Order legislation must be Paramedics with current HCPC registration. Clinicians using additional drugs under PGDs to support an expanded scope of practice must be either:

- An Advanced Paramedic Practitioner (APP) who is employed by the London Ambulance Service NHS Trust and has completed a Trust approved APP training programme

Or

A registered health professional approved by either the Medical Director or Deputy Medical Director following a process of accreditation of prior experience / learning

5. Definitions

5.1 Registered Paramedic

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

5.2 Registered Nurse

A registered nurse is defined as a person whose name appears on the Nurse Register maintained by the Nursing and Midwifery Council under the Nursing and Midwifery Order 2001.

6. PGDs

- 6.1 Patient Group Directives (PGDs) can only be utilised by members of LAS staff who are Registered Paramedics, Registered Nurses or other selected health professionals registered with one of the UK statutory health regulatory bodies, and have undertaken specific training in the use of PGDs.

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. 6.3 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. National Institute for Health and Care Excellence Medicines Practice Guidance: Patient Group Directions is the source to be used when formulating a PGD, www.nice.org.uk/guidance/mpg2

7. Contents of PGDs

- 7.1 Each PGD will include the following:

- The name of the Trust to which the direction applies

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- 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 categories 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 LAS Clinical Safety Effectiveness and Development Committee, Medical Director and a Senior Pharmacist
- The signature of the Chief Executive

8. Authorised Persons

- 8.1 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.
- 8.2 At the discretion of the Medical Director other registered healthcare professionals employed by the London Ambulance Service will be allowed to utilise PGDs.

9. Additional Guidance

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

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IMPLEMENTATION PLAN				
Intended Audience	For all staff but in particular registered paramedics, nurses and other health care professionals employed by the LAS			
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 Advanced Paramedic Practitioner course and as required for any other paramedics or healthcare professionals required to use PGDs during the course of their duties whilst employed by the LAS.			
Monitoring:				
Aspect to be monitored	Frequency of monitoring AND Tool used	Individual/ team responsible for carrying out monitoring AND Committee/ group where results are reported	Committee/ group responsible for monitoring outcomes/ recommendations	How learning will take place
Training records will be kept for staff authorised to use PGDs within the LAS. Periodic audits of drugs used under PGD will be undertaken to monitor compliance.	Periodic audit of drugs used under PGD as required when new drugs are introduced.	Medicines Management Group Chair and Vice Chair. Results reported at Medicines Management Group and via existing reporting mechanisms to SMT & EMT.	Quality Committee, Clinical Safety and Effectiveness Committee in conjunction with Medicines Management Group	Dissemination of audit findings with recommendations as appropriate. Training for staff as and when new PGDs are developed or revisions are made.