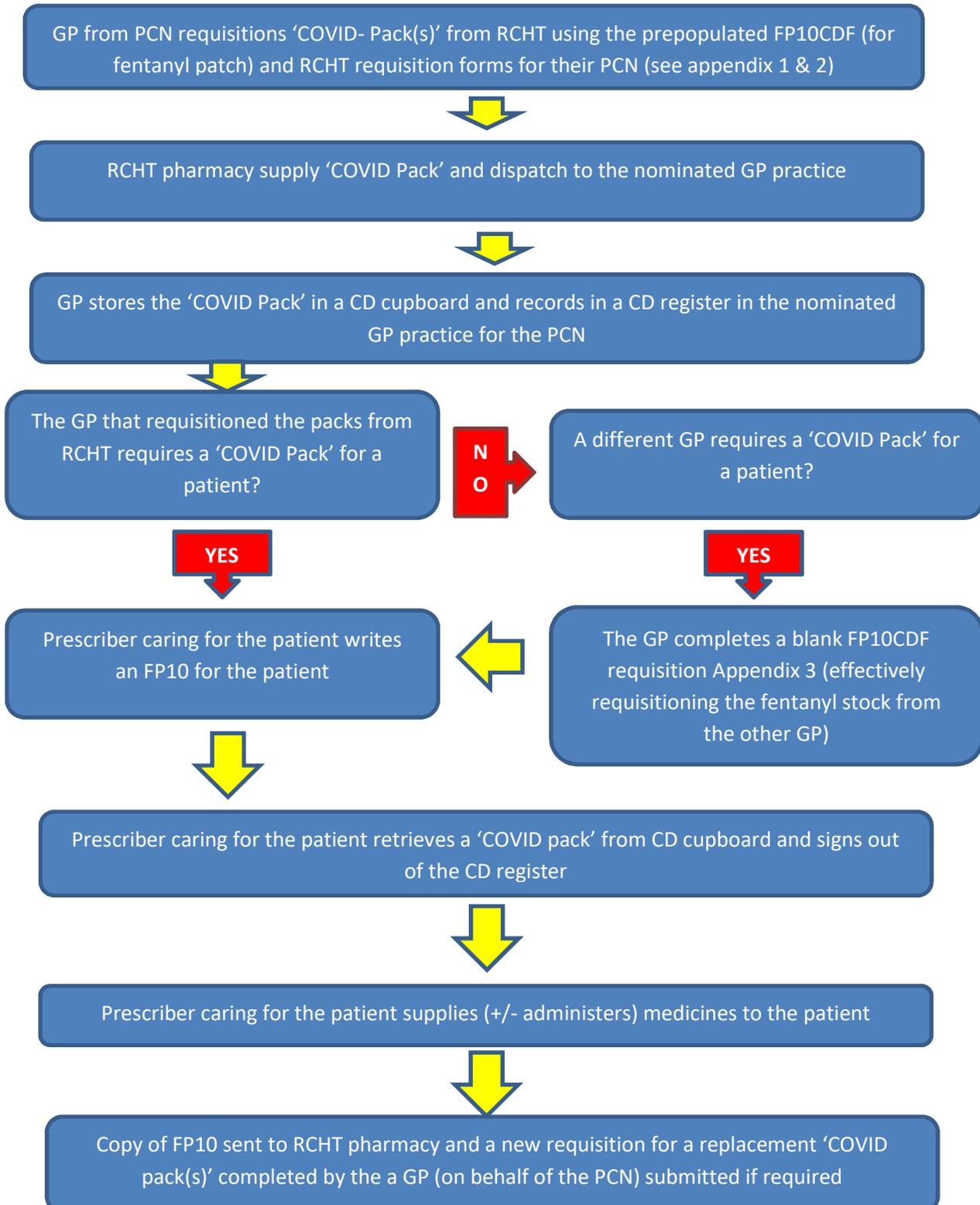


## Procedure for the Requisitioning and Supply of COVID-19 Symptom Control Packs by GPs for Use in Patients' Homes. Version 3.0

### Flowchart



## 1.0 Context

To support the GPs in providing compassionate and timely care to COVID-19 patients in their homes, the End of Life working group has agreed a list of medicines to be supplied to each PCN as a ready-made 'Symptom Control Pack'. The contents are as follows;

- Lorazepam 1mg tab S/L 1hrly/prn (max 4mg daily) for shortness of breath or agitation (supply – 14 tablets)
- Levomepromazine 6mg tablet 2 hrly/prn for nausea, vomiting or agitation (supply 12 doses- we will quarter the tablets)
- Hyoscine hydrobromide 1.5mg patch – 1 patch every 72 hours to decrease lung secretions (supply 1 patch)
- Fentanyl patch 12 microgramme- 1 patch
- Paracetamol 500mg Tabs x20 prn
- Oramorph 10mg/5ml 25ml- 2.5mg prn

These packs are to be used following a clinical assessment of the patient by the GP and supplied to patients that are actively dying, rather than 'just in case'.

The pharmacy department at the Royal Cornwall Hospital will produce the packs on behalf of the system

## 2.0 Procedure

### 2.1 Requisitioning the Packs from the Royal Cornwall Hospital

- A GP for each PCN (or independent prescriber employed by the holding practice with appropriate authority to do so) must provide a signed requisition to the RCHT using the **both** the attached requisition form (Appendix 1) **and** the prepopulated FP10CDF (Appendix 2).
- This FP10CDF requisition form (Appendix 2) must be completed for the fentanyl 12microgram patch. As there is 1 patch in each symptom control pack, if a PCN wishes to have five COVID-19 Symptom Control Packs then the requesting PCN GP should request 5 patches.
- This FP10CDF requisition form (Appendix 2) has been prepopulated with some relevant text. It needs to be fully completed, printed, signed in wet ink and scanned and then emailed back to the hospital pharmacy department, with the original also then sent by post/courier to the hospital pharmacy dept.
- On the FP10CDF form, under the section 'Purpose for which drugs are required'- select 'other' and state- 'For use in COVID pandemic to control symptoms'.
- Clearly state the delivery address that the packs are to be sent to. This address **must** have the ability to safely store controlled drugs appropriately.
- The original documents are required before RCHT can dispatch the packs, though in an 'emergency situation' the initial supply can be made off a scanned copy but the originals must be provided within 24 hours. Please send to;

Pharmacy Department,  
Royal Cornwall Hospitals NHS Trust,  
Truro, Cornwall  
TR1 3LJ.

And mark as urgent.

## 2.2 On Receipt of the Symptom Control Pack

- Scan/email the confirmation of receipt form to RCHT as per instructions on the form.
- Store the entire pack in the controlled drug cupboard.
- Enter in the CD register '*fentanyl 12mcg patch as part of COVID Symptom Control Pack*' and the quantity received.

## 2.3 Process for Issuing a COVID Symptom Control Pack

- **COVID symptom control packs should only be issued to patients following a virtual face to face or face to face examination.**
- Following a telephone review of the patient by an authorised competent health care professional, assess whether likely a symptom control pack will be required.
- If you are the holding practice GP who originally requested the COVID symptom packs from RCHT, then prescribe **all** the contents of the pack on an FP10: this prescription lawfully allows the patient to be in possession of the pack.
- This FP10 is **not** to be later submitted to NBSBSA.
- If you are not the holding practice GP that originally requisitioned the COVID packs then you must first complete a requisition FP10CDF form - the blank version (Appendix 3) - effectively requisitioning the drugs from the original GP. Under the section 'Purpose for which drugs are required'- select 'other' and state- 'For use in COVID pandemic to control symptoms', then prescribe the contents of the pack on an FP10.
- These two documents may be scanned and sent to the holding practice with the originals then sent in the post within 24 hours to the holding practice.
- Book the pack out of the CD register of the holding practice.
- The pack may be collected from the holding practice by the GP or an authorised HCP employee of the requesting surgery.
- Or arrange for designated family member of the patient, or volunteer to collect and deliver to the patient. In this instance the holding practice will need assurance (identification) that the person so collecting has the 'authority' of the requesting surgery.
- Or use a volunteer service such as Devon & Cornwall 4x4 Assistance (also being used to deliver the comfort packs) which has staff who are DBS checked, used to transporting methadone, have a 24/7 response line, when dropping off with the patient they take photo and obtain signature, and a Memorandum of Understanding is already in place with RCHT/ CFT.
- If clinician attending only the medicines you deem appropriate at the time should be administered and leave the appropriate remaining medicines with the patient/carer providing clear advice on their appropriate use (backed up by the aide memoire in the pack).
- If the fentanyl patch is not supplied it will need to be returned into the CD cupboard for appropriate destruction.
- Once supplied, retain a copy of the FP10 for your records and send a copy of the FP10 to the RCHT pharmacy department:

Pharmacy Department,  
Royal Cornwall Hospitals NHS Trust,  
Truro, Cornwall, TR1 3LJ.

- If, following the home visit assessment, the pack was not issued, then it should be returned into stock and re-recorded in the CD register. Please ensure the pack is not exposed to the home environment until a decision has been made on whether to supply the pack. The associated FP10 that was written for this pack will have to be discarded.

#### **2.4 Replenishment of Stock**

- Please follow the steps in section 2.1 for stock replenishment.
- If further supplies are required out of hours, the out of hours GP service will hold a quantity of stock which can be requisitioned. Other options include requisitioning the pack from a neighbouring PCN or accessing the on-call pharmacist at RCHT via the Trust switchboard.
- Stock will be sent out the following working day using the courier service or the out of hours vehicles.

#### **2.5 Return of Stock**

- Once the packs are no longer needed as part of the pandemic response, arrangements will be made by the RCHT pharmacy department to collect all packs and undertake a reconciliation exercise for all issued packs.

*Version 3. Approved by: Georgina Praed & Paul Abram- NHS Kernow CCG, Iain Davidson RCHT, Cornwall COVID ICC*

# **APPENDIX 1 over page**

**Requesting Primary Care Network:**

**Date of Request:**

**Requisition Form for the Provision of COVID-19 Symptom Control Packs**

Dear (tick as appropriate)

Royal Cornwall NHS Trust Pharmacy Department

PCN Clinical Director

For the purposes of symptom control of COVID-19 patients for use in patients' homes can you please supply:

Product	Quantity
<p>COVID 19- Symptom Control Pack</p> <p>Containing:</p> <ul style="list-style-type: none"> <li>• Lorazepam 1mg (supply – 14 tablets)</li> <li>• Levomepromazine 6mg tablet (supply 12 tablets)</li> <li>• Hyoscine hydrobromide 1.5mg patch (supply 1 patch)</li> <li>• Fentanyl patch 12 Mcg- 1 patch*</li> <li>• Paracetamol 500mg Tabs x20</li> <li>• Oramorph 10mg/5ml 25ml</li> </ul>	<p>Please state the number of packs required:</p> <div style="border: 1px solid black; width: 150px; height: 40px; margin: 10px auto;"></div> <ul style="list-style-type: none"> <li>• <b>NOTE; Please complete a separate FP10CDF (CD requisition form) for the quantity of fentanyl patches required.</b></li> </ul>
<p><b>Name of Practitioner:</b></p>	
<p><b>Signature of Practitioner:</b></p>	
<p><b>Profession and Registration Number:</b></p>	
<p><b>Address of Practitioner:</b></p>	
<p><b>Address for the packs to be dispatched to: (if different from above).</b></p>	

If for RCHT Please send to: Pharmacy Department, Royal Cornwall Hospitals NHS Trust, Truro, Cornwall TR1 3LJ.  
Mark for urgent attention. Email scanned copy to: [rch-tr.GeneralPharmacy@nhs.net](mailto:rch-tr.GeneralPharmacy@nhs.net)

## APPENDIX 2

### Prepopulated FP10 CDF Form when holding practice is requesting from RCHT



FP10CDF REF  
prepopulated.pdf

## APPENDIX 3

### Blank FP10CDF Form when another practice is requesting from the PCN holding practice



6-1387-Form\_FP10C  
DF\_v5\_final.pdf