

DISCHARGE SUMMARIES – Record Medications

Refer to the **Discharge Summaries > Start, Save, Edit and Complete a Discharge Summary** guide for instructions on creating a discharge summary. **NOTE: Only for Wards not yet using EPMA.**

This guide starts in the **Medication / Allergies / Adverse Reactions** tab within the discharge summary:

Discharge Summary (Inpatients) >

JENKINS, June Training (Mrs) Gender: Female Born: 22-Jun-1964 (55y) NHS Number: (03) Hospital number: 4400399
13 Wilson Avenue, BRIGHTON, BN2 5PA

The following item(s) have been removed by a visible rule : Drug Allergy

Discharge Summary (Inpatients) 24-Feb-2020 16:23

Diagnoses / Relevant Investigations / Procedures / Treatment *

Future Management *

Legal Information

Person Completing Record *

BSUH Discharge Details

For Pharmacy Use Only

Medication / Allergies / Adverse Reactions *

For information regarding your hospital medicines, please call our Medicines Helpline 01444 454388 Monday – Friday 09.00-5.00pm

Medication Stopped, Dosage, and Reason *

Weight KG

Please check patient alerts in homepage

Medication

Medication	Dose/Frequency/Duration/	Drug Status	Indication	Comments	Dispensing Status
NFD					

Click 'New' to create a new item

New

Would you like to add medications with complex instructions ?
 Yes No

Back Next

Important: Type the details of any medication stopped in the **Medication Stopped, Dosage and Reason** field.

Enter the **weight** as required

Always enter the weight for children.

It is useful to also enter for adults where the weight would assist the pharmacist to check directions.

To add medication, click the **New** button

Note: Medications with complex instructions are covered later in this document

The **Medication search** box displays:

Medication

Please enter a Medication.

Cancel Add

Search for the medication

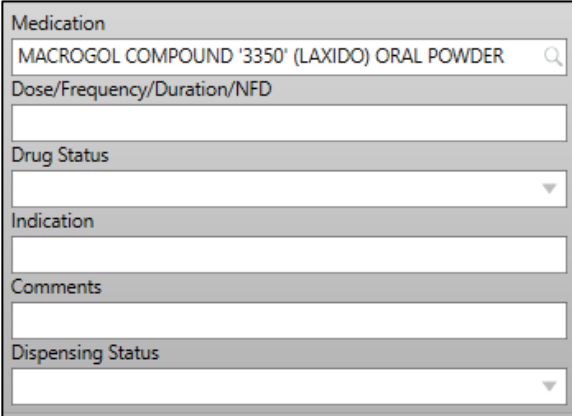
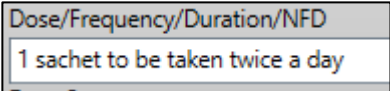
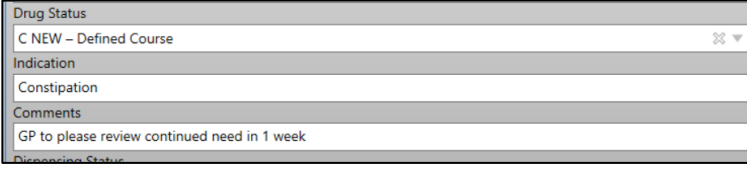
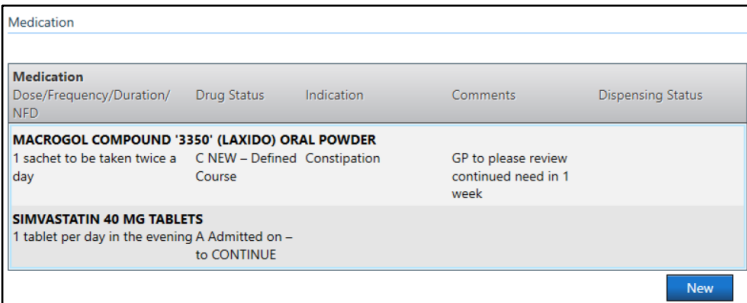
- You must enter at least 3 characters
- Use the **% sign** at the beginning if you are unsure of the full name or spelling, e.g.

%adcal will display:

CALCIUM & VITAMIN D3 (ADCAL-D3 CHEWABLE TABLETS) EQUIV CALCIUM 600MG. VITAMIN D3 400UNITS
 CALCIUM & VITAMIN D3 (ADCAL-D3 EFFERVESCENT TABLETS) EQUIV CALCIUM 600MG. VITAMIN D3 400UNITS
 CALCIUM CARBONATE (ADCAL) EQUIV. CALCIUM 600MG CHEWABLE TABLETS

%lax will display:

MACROGOL COMPOUND '3350' (LAXIDO) ORAL POWDER

<p>Select the relevant medication</p>	<p>Further fields display:</p> 
<p>Type the directions into the Dose/Frequency/Duration/NFD field</p>	<p>Please do not use latin abbreviations as patients may not understand these:</p> 
<p>Select the Drug Status then type both the Indication and Comments as required</p>	
<p>Click Add</p>	<p>The medication has been added:</p> 
<p>Repeat until all medication is listed</p>	
<p>See the next page for Medications with complex instructions, e.g. reducing doses...</p>	

Medication with More Complex Directions

Do not use the **New** button as directed above, click **Yes** to the following question below the **Medication** table:

Would you like to add medications with complex instructions ?

Yes No

Click **Yes**

The same medication fields display. Search for the medication in the same way as before, using the % if necessary

Complete the fields as above:

Would you like to add medications with complex instructions ?

Yes No

Medication 1

PREDNISOLONE 5 MG TABLETS

Dose/Frequency/Duration/NFD

Starting on 15/02/2020, 30mg to be taken once a day for 5 days. From 20/02/2020, reduce dose by 5mg every 5 days until 0 and stop

Drug Status

C NEW – Defined Course

Indication

IECOPD

Comments

Previous multiple courses in the past 6 months

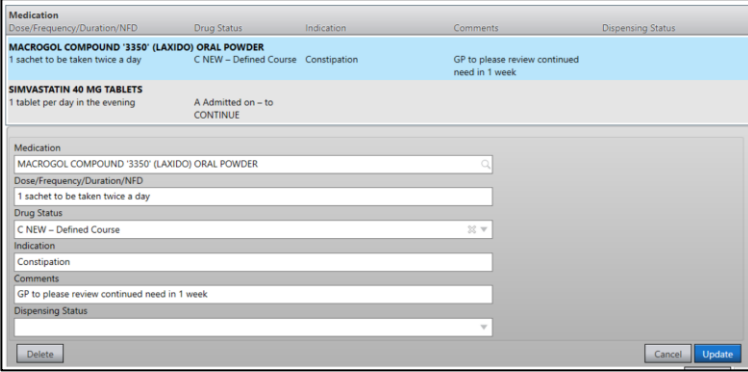
Dispensing Status

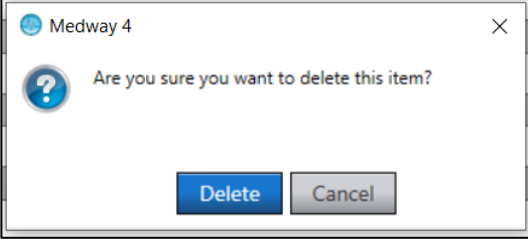
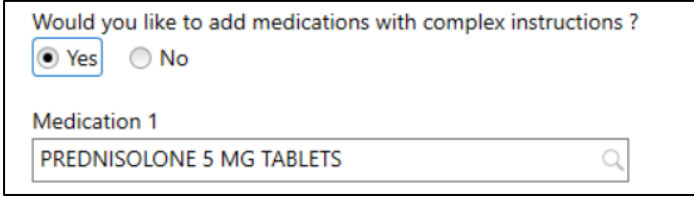
Would you like to add another Medication?

Yes No

Select **Yes** if want to add another medication.

Select **No** if you do not.

DISCHARGE SUMMARIES – Edit Medications	
<p><i>If not in the summary - Right-click on the patient in the ward and select Edit Discharge Summary</i></p>	<p>The discharge summary opens, select the Medication / Allergies / Adverse Reactions tab</p>
<p>Click on the Medication you wish to edit.</p> <p>Edit the fields as required.</p> <p>Click the Update button</p>	<p>The fields for that medication open:</p>  <p>Note: If it is a medication with complex instructions, the fields are already available to edit</p>

DISCHARGE SUMMARIES – Delete Medications	
<p>Note: Details of deleted medication can still be seen in the Audit trail for the discharge summary</p>	
<p><i>If not in the summary - Right-click on the patient in the ward and select Edit Discharge Summary</i></p>	<p>The discharge summary opens, select the Medication / Allergies / Adverse Reactions tab</p>
<p>Click on the Medication you wish to delete.</p>	<p>The fields for that medication open:</p>
<p>Click the Delete button – at the bottom, on the left, to remove the medication</p>	<p>The following confirmation message displays:</p> 
<p>Click the Delete button</p>	<p>The medication is deleted</p>
<p>Note: To delete medication with complex instructions, select the No radio button above the required medication:</p>  <p>This removes the medication.</p>	