# **Medical Education Society Written Question Guides**



# Prescribing - Kardex

Adapted from MedEd Third Year slides

THIS IS A GUIDE FOR NEWCASTLE UNIVERSITY STUDENT'S WRITTEN SKILLS PRACTICAL SESSIONS. IT IS NOT INTENDED TO TEACH FOR USE IN CLINICAL PRACTISE – ONLY FOR THE PURPOSES OF MEDICAL STUDENT PEER TO PEER TEACHING. IN NO WAY IS IT DESIGNED TO REPLICATE OR EMULATE THE WRISKE EXAM. IT IS WRITTEN BY STUDENTS FOR STUDENTS.

#### What is this question?

Prescribing is a set of instructions from the professional deciding the treatment, to the professional delivering the treatment.

It is important that however you prescribe, you are: accurate, clear and legible, and unambiguous.

Kardex are inpatient prescriptions. There are lots of sections to these forms as inpatient requirements are often complex – therefore this guide hopes to go through the most important parts of Kardex prescribing.

If you are unsure with how to use the BNF, then look at the BNF Guide on the Meded website.

#### Step 1: Fill out patient details

It's important that you double check this after you've written all this information, and then check once again when you've finished the question.

All the information needed should be given in the question stem, or at the front of question booklet.

Particularly important pieces of information for this question include:

- Writing "unknown" (not n/a) if information is not in the question
- Drug allergies you should write the name of the drug and the type of reaction, or "No known drug allergies" (not NKDA). This should be finished with your name, date, GMC number, and signature
- Other charts in use If there is another chart in use, write the details of this chart. If not simply state "No other charts in use".

	NON-ADMINISTRATION OF CRIBED MEDICINE								
the matter cannot be reso	of a medicine is not administered and ved immediately the nurse must:-	Name of Patient SAM GTLL							
the reason why the dose to b) TAKE APPROPRIATE	chart the appropriate code number for vas not administered and initial this code. ACTION to resolve the matter	Patient Number XO123 4567							
PROMPTLY so that patient For further details refer to	t treatment is not compromised.	Ward MEDICAL ADMISSIONS UNIT							
Patient refuses	1 Unable to swallow 8								
Patient not present on ward	Vomiting/nausea 9	DOB 01/01/2000							
Medicine not available (obtain as soon as practicable		Date of Admission 01/10/2023							
Instructions not clear or legal	medication given								
Patient Self-Administered	To be specified in the Nursing Care Plan	Consultant DR SINGH							
Medicine Nil by mouth	Possible drug reaction/ 12	Weight 7) [ Surface Area UNKNOWN							
Asleep/drowsy	side effect Other reasons	Weight 72.5 kg Surface Area UNKNOWN							

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DRUG SENSITIVITIES PENICTLIAN (ANAPHMLAXIS) ASPIRIN (URTICARIA AND WHEEZE)	J. EDWARDS (MODOD) 01/10/2023	
DRUG SENSITIVITIES No KNOWN DRUG ALLERGIES	J. EDWARDS (MODOD) 01/10/2023	

#### **Step Two: Once only prescribing**

This is also known as "stat" prescribing as it normally refers to medication that we want to give right away as a single dose (either as a one off, or the first dose of a regular medication).

When writing the drug name, either write as the generic name or if you are prescribing by brand style it as "Brand (Generic)".

Important pieces of information to remember when filling out this section:

- Always use the time that has been given to you in the question (if you don't know this, it will be at the start of your answer booklet). Do not write "STAT".
- The dose unit should be written out in full. For example 2g should read 2 grams.
- The route should be written in full avoiding abbreviations (you may have been told that certain abbreviations such as IV are fine, however I'd be on the safe side and just write it in full).
- If the medication is a compound medication, then it would be appropriate to write the dose within the Drug section, and the dose would simply be the number of physical things that are given to the patient (eg. 1 tablet).

#### **Step 3: Regular Prescribing**

This is for longer term medications that are given at specified times.

Many of the principles are the same, however extra points to note on this section include:

- Circling and ticking the times when medication should be given
- If a patient has already had a dose on the once only page, then this should be "crossed off" as the morning dose to avoid it being given twice.
- Monitoring and review some conditions require the medication to be reviewed after
  a certain amount of time. If this is the case, then it would be appropriate to draw a
  square in the box with a "review" written to signal that this needs to be reviewed at
  this time.

	n GILL		Number X0123 4567								_	REG	
			DATE		10	02/	03/	10	10	06/	93%	10	09/
APTXABA													
		0800	1										
Dose	By MOUTH	Notes For THRumpoppoppy	1200	Ħ									
5 mg		ATRIAL FIRTUATION	1800			THE R							
Start Date 01/10/2023	Signature JE T. EOLAROS		6000										1
Date Discontinued & Initials Pharmacy		-		1					BELLY I				

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#### Step 4: As required prescribing

This is used if a particular clinical situation arises or if a patient requests the medication. This is usually pain.

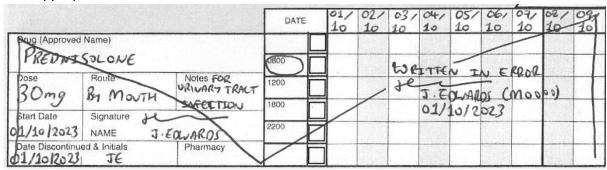
For this there are a number of important points to remember:

- The frequency of doses should be written as the number of doses, but also the timing. If you wrote "4 times a day" for paracetamol, then you should also write that this should be given "4 hours apart" otherwise this is ambiguous.
- A maximum dose should be stated in the instruction box.
- The indication should be stated in the instruction box also.

### **Step 5: Amending Prescriptions**

If you need to cross something out or amend a prescription, there are a number of things you need to do so that it is completed properly.

- Cross out (don't scribble)
- Reason for amendment (written in error, dose change, drug withheld)
- Put your sign, date, GMC number
- If discontinuing, remember to write what date the medication was discontinued in the appropriate box.



At this point it's important for you to go back and check your work.

#### Additional Information for this question

Oxygen Prescribing information to include:

- Drug Name Oxygen (and mode of delivery eg. Venturi)
- Dose litres of O2/minute
- Route Inhaled
- Notes Usually the target %'s for the patient
- Timing All these should be ticked