



Seirbhís Sláinte
Níos Fearr
á Forbairt

Building a
Better Health
Service



Office of the
Nursing & Midwifery
Services Director

Medicines Request and Administration Record for the Public Health Nursing Service

Information and Frequently Asked Questions

Safe Administration of Medication National Advisory Group

October 2020

Introduction

This national procedure was sponsored by the Office of Nursing and Midwifery Services Director and the National Community Operations Division. The purpose of this form is to provide a national HSE standardised template for authorised prescribers to complete a request to the Public Health Nursing Service (PHN) and/or the Community Intervention Service (CIT) service for the administration of a medication to a patient and for the administering nurse to record the administration of the medicine. The Medicines Request and Administration Record (MRAR) has been developed to ensure the safe, effective and timely management of prescriber requests to the PHN/CIT service to administer medication to patients in line with professional and regulatory standards and current prescribing legislation.

1. What are the benefits of using this form?

The benefits of using the MRAR are;

- It provides for an explicit, up to date written request in the patient's health care record for all medication to be administered by the PHN/CIT service
- It promotes a timely and a national safe process for the administration of medication by nurses employed within the PHN/CIT services.
- It provides for recording of the administration of medications by the PHN/CIT services.
- It promotes a regular review of medication to be administered at minimum every nine months in line with legislation.
- It will provide a standard of practice in this specific area and allow for clinical audit.

2. When should the MRAR be used?

The MRAR is used by an authorised prescriber when a patient on the PHN caseload/CIT service requires the administration of a medication by a registered nurse.

3. What is excluded?

The MRAR is not suitable for sliding scales of insulin therapy, drug cycles (eg chemotherapy) and medication doses that vary based on blood results.

4. Who completes the MRAR?

Only health professionals authorised under Irish legislation to prescribe medication for those patients under their care may complete it i.e. GP, RNPs, hospital team doctors can complete the form. The MRAR must be completed **by the prescriber** and not transcribed or signed by another party. The form can be completed electronically or manually.

5. How should the form be completed?

The official national Medicines Request and Administration Record for the Public Health Nursing Service form approved by the HSE must be used for all requests. It can be printed

and completed in full as a hard copy or electronically as a soft copy. Only acceptable abbreviations as outlined in the HSE guidance document on the use of abbreviations can be used. The request form can accommodate two medication administration requests. A separate request form is completed for any additional medication administration requests.

6. When does the MRAR need to be renewed?

A new MRAR must be completed following the maximum nine month period of validity or if an amendment is required to the current prescribed treatment.

7. What essential information is required?

The MRAR is completed with the patients consent and following a clinical assessment. All data fields on the form must be completed in full with the exception of the “additional information” section which is optional and completed as relevant.

8. Where is the MRAR sent following completion?

Once fully completed the MRAR is sent to the Public Health Nursing Service / Community Intervention Team delivering care to the named patient, directly by hand, by post, through a protected faxing system or via a secure email system. When initial requests are faxed to the nursing service the original request form must be forwarded within five working days. Confirmation that the request has been received should be issued by the receiver to the sender. In the event the request goes to a central location e.g. PHN liaison nurse, the request should be forwarded to the relevant PHN /CIT nurse within 72 hours or sooner if deemed urgent by the liaison PHN.

9. How is the request form filed?

Confidentiality of patient information must be protected at all times in accordance with current data protection legislation. The Medicines Request and Administration Records are held in accordance with local caseload file management procedures during the course of treatment. On discontinuation of treatment or on discharge of the patient from the nursing caseload a note is recorded in the patients nursing record and all documentation is filed within the patient’s nursing file and archived in accordance with local procedures.

10. What if extra administration records are required?

Additional copies of the nurse administration record if required (page 2 of the form) may be attached to the record securely in chronological order and should be clearly labelled with patient details.

The MRAR and supporting procedure are available from www.hse.ie/phn

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