

STEYNING HEALTH CENTRE
Repeat Prescribing Scheme - Patient Information Leaflet



WHAT IS A REPEAT PRESCRIPTION?

This is a prescription which you can obtain from the surgery without having to see a doctor each time. If the doctor decides that you can get another supply of your medication without being seen, they will tell you and will put your medication onto the repeat prescribing scheme.

HOW DO I GET MY PRESCRIPTION?

Your doctor will usually give you your first prescription and it will have **2 parts**:

- The **GREEN** side is the actual prescription which you give to the pharmacist to obtain your medication.

Pharmacy Stamp

Date of Birth

Patients Name

Patients Address

Medication

Directions

Quantity

Name and Address of Prescribing Doctor, Nurse, Dentist, Optician, etc.

- The **WHITE** side is a list of drugs that can be issued as a repeat.

CONFIDENTIAL

Patients Name

Date of Birth

Patients Address

Dr. R.. Wetson and Partners

*SteYning Health Centre, Tanyard Lane, SteYning,
West Sussex, BN44 3RJ Tel: 01903-843400*

Please tick the items your require and indicate where prescriptions are to be sent. Please allow 3 working days.

Moores ()

Upper Beeding ()

Health Centre ()

Post SAE ()

There are (number) items on this re-order form (date)

<i>1. 1st Prescription Item</i>	<i>Quantity</i>	<i>Dose</i>	<i>Last ordered</i>
<i>on (Date) (number) more issues may be made</i>			
<i>2. 2nd Prescription Item</i>	<i>Quantity</i>	<i>Dose</i>	<i>Last ordered</i>
<i>on (Date) (number) more issues may be made</i>			

End of re-order form for (number) items.

When you need more medication please check that there are enough **issues remaining** (found next to your medication on the white sheet). Then **mark only those items that you need** by ticking the box next to each item. Please do not tick items that you do not need.

Then take or send your white slip to the surgery. Your prescription will usually be ready for collection **after 3 working days** (Monday-Friday).

Please make sure that you order your repeat medication in good time so that you do not run out. **Please do not stock pile medication.** It could be taken by someone else by mistake, e.g. a child.

If you are unable to get to the surgery you may send in your prescription with a stamped addressed envelope so that it may be returned to you. Alternatively you can send your request by **Fax on 01903-843440.**

Please be aware that practice staff are not permitted to take requests over the telephone except in exceptional circumstances agreed by the doctors.

MAY I ASK THE PHARMACIST TO COLLECT MY PRESCRIPTION?

Yes. Many pharmacists run a prescription collection service from the Doctors Surgery. Please speak to your preferred pharmacist for information on the scheme. Please **mark clearly on your white slip** where you wish to collect your prescription from.

WHAT IF I'VE LOST MY WHITE SLIP?

Please come into the surgery to explain. The receptionist will then give you a request slip on which you can request your medication. If you cannot get to the surgery please write down the medication and the dose that you require and send your request to the surgery. We realise that this takes time and is difficult for some patients but **it is essential that we have your request in writing.** This is to stop wastage of medication and to reduce the chance of a mistake being made. It will then be **three (3) working days (Monday-Friday) before you can collect your new prescription.**

WHAT IF I NEED MY MEDICATION URGENTLY?

If you have run out of medication and have been told that you should not stop your medication without consulting a doctor, a prescription can be issued urgently. However, this will depend on a doctor being available to sign the prescription. **Therefore, please be patient with our staff as you may have to wait.**

If the surgery is closed your usual pharmacy may be able to dispense a small **Emergency Supply** of your medication until you are able to see your doctor. (They may make a charge for this service).

Also, if your review date is overdue but you are unable to see the doctor before you run out, then you may request a repeat prescription, provided you make an appointment to see your doctor within 2 weeks of the request. **Please keep these urgent requests to a minimum!**

HOW DO I GET MORE MEDICATION THAT THE HOSPITAL HAS RECOMMENDED?

If you have been to see a specialist, or been in hospital for any reason and your medication has changed, you should have been given up to between 14 to 28 days supply of your new medication by the hospital. This will allow you plenty of time to notify us of any change.

If the hospital has given you a letter for the surgery please let us have this as soon as possible as it will contain the information we need to alter your repeat prescription.

If the specialist has said they will write to us please allow a few days for us to receive this information. Then please telephone to check that we have received it, before making your request for more medication in writing.

WHEN AND WHY DO I NEED TO COME FOR A "REVIEW" AND WHAT HAPPENS?

The WHITE SLIP of the prescription will advise you of how many issues may be made. Patients who are on 4 items or more will be reviewed at least annually by their GP. When your GP wishes to review your medication you will be contacted to make an appointment. At this appointment you may wish to discuss such things as:

- What your medication is for
- How and when to take your medication
- Any problems you are having with taking your medication
- Any side effect from your medication
- Any other medication you may be taking either from the chemist or health food shop
- Any other queries you have with your medication

WHAT IF I CAN'T COLLECT MY PRESCRIPTION FROM THE PHARMACY?

You can elect a representative to collect your prescriptions from the Pharmacy. It is a good idea to telephone the Pharmacy to say that a named person will collect on your behalf. Prescriptions will not be handed to a child under 12 years of age.

The Pharmacy also have a delivery service for housebound patients who cannot get a relative, friend or neighbour to collect their prescription for them. On no account will prescriptions be posted through the patients letterbox. Prescriptions may be left with a friend or neighbour only with the express permission of the patient.

KEY POINTS TO REMEMBER

1. **It takes 3 working days (Monday - Friday, not including weekends or Bank Holidays) to obtain your repeat prescription. Allow enough time.**
2. **The usual amount supplied will be decided by your doctor at review. This will depend on the type of medication.**
3. **If you think you are getting side effects from your medication contact the surgery, as soon as possible.**
4. **Not all medication is suitable to be given as a repeat, this will be decided by your doctor.**
5. **Do not take medication that your doctor has told you not to take. Please tell the doctor if there is any medication that you no longer need so that this can be removed from your list.**
6. **Do not re-order medication that you do not need and please do not 'stock-pile' medication. It may be changed or go out of date, or could be taken by someone else by mistake, e.g. a child.**
7. **Please tell your doctor if you wish to stop any medication. Some medication should not be stopped quickly.**
8. **Do not share your medication with anyone else, or take anyone else's medication. This could be harmful.**
9. **Store your medication properly, in a locked cupboard, in a cool dry place, out of reach of children. Some medication needs to be kept in the fridge. Always check instructions for storage.**
10. **Dispose of unused medication responsibly. Take it to your usual pharmacy. They will dispose of it safely. Do not flush down the sink, toilet or put in Dustbin.**

(May.03)