

Patient Group Direction

Administration of GLYCEROL SUPPOSITORIES

By Registered Nurses employed at Band 5 (and above) by South Staffordshire & Shropshire Healthcare Foundation NHS Trust

This Patient Group Direction for use in South Staffordshire & Shropshire Healthcare NHS Foundation Trust and is authorised by:

Position of Signatory	Name	Signed	Date
Medical Director	Dr Abid Khan		
Chief Pharmacist	Cathy Riley		
Director of Nursing	Alison Bussey		
Director of Quality & Clinical Performance	Therèsa Moyes		

The named below, being employees of South Staffordshire & Shropshire Healthcare NHS Foundation Trust are authorised to administer Glycerol Suppositories, to patients in In-Patient care, under this Patient Group Direction

Name	Job Title	Signed	Date

This Patient Group Direction is operational from April 2017. Review date: Feb 2019. Expires on 30th April 2019

This PGD replaces PGD0615

Professional Responsibility

All registered nurses and non medical prescribers being employees of South Staffordshire & Shropshire HealthCare NHS Foundation Trust are authorised to administer Glycerol suppositories, as specified under this Patient Group direction, in an in-patient setting, following demonstration of the competencies below:

Professional Responsibility / competencies

1. The registered nurse will have undertaken appropriate training to carry out clinical assessment of patient who requires treatment according to the indications listed in the PGD
2. All nurses will have received training in the management and treatment of anaphylactic shock on an annual basis
3. Each nurse will keep a record in their professional portfolio of the updates attended during every 12 month period – This information will also form part of the team's annual training plan
4. The nurse will have due regard for the NMC Code of Conduct, Scope of Professional Practice and Standards for Medicines Management (Nursing & Midwifery Council)
5. Undertaken appropriate training and possess the competencies for working under PGDs for the administration of medicines
6. All registered nurses details and signature must be entered on the PGD
7. Following administration a record of the date, and dose of the medicine should be recorded in the clients records, and within the As Required section of the medicine card, with PGD Number being inserted.

For full product information, always refer to the latest SPC (Summary of Product Characteristics).

Supply/Administration of	Glycerol Suppositories BP
Legal Classification	GSL
Black Triangle?	No
Type	Suppository
Storage	Locked cupboard
Condition to be treated	Constipation
Inclusion Criteria	Adults aged 12 years and over, with constipation
Exclusion Criteria	<ul style="list-style-type: none"> • Children under 12 years • Hypersensitivity to any of the ingredients • Pregnancy
Action if excluded or patient declines	Contact duty doctor
Reasons for seeking further advice from doctor	If no response, see duty doctor
Administration Route	Rectal
Dose	One 4g mould
Administration Schedule	<p>Once daily</p> <p>Total dose to be administered via PGD (on this card during this admission) - no more than 3</p> <p>Moisten with water before use</p>
Warnings/Adverse Reactions	<p>Abdominal cramp, diarrhoea</p> <p>For full details see Summary of Product Characteristics</p>
Advice/Management of Adverse Reactions & Follow-up Action	<p>Advice patient of diet and exercise alternatives, and ensure that there are no misconceptions about constipation</p> <p>Ensure follow up arrangements for further care if relevant are made</p> <p>Ensure side effects are explained</p>

	Ensure administration is recorded in patients notes
Use in pregnancy and lactation	Bulk-forming laxative preferred during pregnancy No reported problems in lactation
Records	<p>The following should be recorded in the patient's notes:</p> <ul style="list-style-type: none"> • Name of preparation • Dose given • Route of administration • Date and time given • Signature of person administering the medicine • Reason for administration <p><u>and</u> the administration also recorded in the medicine card/electronic prescribing & medicines administration record, with the PGD Number recorded as authorisation.</p>