

## Standing Order Policy

### Overview

Total Care Health Services and Access Community Health are providers of community health services to clients in their own homes requiring various levels of support throughout New Zealand. Registered Nurses may in the course of their duties be required to administer medication under standing orders to clients in the community setting.

### Scope

Applies to all Registered Nurses who provide services and are involved in direct client support and care in the community within Total Care Health Services and Access Community Health

### Policy Statement

A Standing Order is a written instruction issued by a Medical Practitioner or Nurse Practitioner. It authorises a specific class of person (in this case Registered Nurses) who does not have prescribing rights to administer specified medicines and some controlled drugs. The intention of standing orders is to improve client's timely access to medications in the primary and community setting and in an emergency

The use of Standing Orders is governed by the Medicines Standing Order Regulations 2002.

A Standing Order does not allow a person to generate a prescription, nor does it allow a pharmacist to dispense unsigned prescriptions.

### Issuer

To issue a standing order a person must be one of the below:

1. A Medical practitioner
2. A Nurse Practitioner
3. An Optometrist
4. A Dentist

A standing order is a significant and specific authorisation from the issuer. The issuer retains overall responsibility to:

- i. Ensure the legislative requirements for the standing order are met
- ii. Ensure anyone operating under the standing order has the appropriate training and competency to fulfil the role
- iii. Countersign, audit and review the standing order.

**Note: The countersign, audit and annual review can only be undertaken by the issuer. Should the issuer leave the organisation they work for or be on extended leave a new standing order must be issued.**

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**Registered Nurses Working Under Standing Orders**

A Registered Nurse is permitted to administer and or supply medication under a standing order must:

- i. Be engaged in the delivery of health care.
- ii. Have the training and completed the competency assessment to administer medication under a standing order.
- iii. While a standing order permits or empowers as Registered Nurse to administer /supply medication it does not require them to do so.
- iv. Application of a standing order requires the application of professional judgment to apply the standing order following a nursing assessment of the client and situation pursuant to the standing order.

**Medicines that can be administered under a Standing Order**

Medicines that can be administered/supplied in accordance with a standing order include:

- i. Prescription medicines
- ii. Pharmacy only medicines
- iii. Controlled Drugs listed in part 1 of schedule 2 of the Misuse of Drugs Act 1975
- iv. Controlled drugs listed in parts 2 -7 of schedule 3 of the Misuse of Drugs Act 1975

The following medicines are approved and can be administered under a standing order within Total Care Health Services and Access Community Health are listed below:

- i. Adrenalin
- ii. Paracetamol
- iii. Other when need identified

**Period for Which Standing Order Applies**

Total Care Health Services and Access Community Health require that all Standing Orders are to be audited monthly by Clinical Nurse Leaders/ Clinical Manager/Clinical Team Leaders and reviewed annually by the issuer.

The Annual Review must include:

- If standing order continues to be necessary
- Amendments (annotated, dated and signed)
- The review of competencies required for the standing order by the issuer
- The review must be redated and signed by the issuer
- Consultation and education changes to staff affected.

Original copies of the signed and approved standing orders must be held by the issuer for no less than 10 years.

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## Associated Documents

- Standing Order Procedure
- Standing Orders Authorisation Register
- Credentialing for the Administration of Medication and IV Therapy
- Medication Certification Program
- Standing Order Adrenaline
- Anaphylaxis Procedure

## References

- Medicines Act 1981 and amendments
- Medicines Regulations 1984 and amendments
- Health Practitioners Competency Assurance Act 2004
- NZNO Guidelines on Administering Medication and IV Therapy
- Misuse of Drugs Act 1975 and amendments
- Ministry of Health Medication Guidelines for the Home and Community Support Services Sector 2019
- Ministry of Health Medicines Standing Order Regulations 2002
- Ministry of Health 2016 Guidelines for the Development of Standing Orders (2<sup>nd</sup> edition)
- Code of Health and Disability Services Consumer Rights