

Palliative Care Just-in-Case (JIC) Service Guidance

Introduction

Even though 90% of all palliative care is in a patient's home environment and most patients and their carers wish for a home death, most a terminal illness is managed in a hospice, hospital, or nursing home. Distress caused by sudden onset of pain and symptoms and a lack of anticipatory prescribing are contributory factors to the hospital ward being the unintended place of death.

The Just-in-Case (JIC) service aims to support end-of-life care by enabling access to those subcutaneous medicines needed for sudden onset of pain and symptoms, allowing treatment to begin without delay when a person is unable to take or tolerate oral medication.

A Just in Case (JIC) pack will be issued by a GP and dispensed by a community pharmacy. The GP will also issue an *authorisation to administer form* for as required "PRN" medication to be administered by the Nurse/Allied Health Professional.

NB medicines in the JIC pack should not be administered unless the authorisation to administer forms have been completed, signed and dated.

JIC packs will contain:

Medicine	Strength	Quantity
Morphine Sulphate Injection	10mg/1ml	5 x 1ml ampoules
Hyoscine Butylbromide Injection	20mg/ml	5 x 1ml ampoules
Levomepromazine Injection	25mg/ml	5 x 1ml ampoules
Midazolam Injections	10mg/2ml	5 x 2ml ampoules
Sodium Chloride Injection BP	0.9% w/v	5 x 10ml ampoules

The usual diluent supplied in the JIC pack is Sodium Chloride 0.9% BP. All medicines in the JIC pack are soluble in normal saline and the resulting solution is as close to normal tonicity as possible, thereby reducing site reactions as far as possible.

Weblink to diluent guidance and compatibility information for medicines used in syringe drivers. Palliative Care Guidelines link has a medicines in syringe drive compatibility checker

<https://book.pallcare.info/index.php?op=plugin&src=sdrivers>

Continued Prescribing – for patients already on sustained release opioid medicines when they need subcut administration the GP/NMP will need to issue a syringe pump form (which is valid for 7 days) and a PRN sub-cut form with the appropriate dose (1/6 of the syringe pump dose) for breakthrough pain. The forms are accessed on EMIS via the F12 key.

A more detailed source of information which is current and used across the West Midlands is found at [guide – West Midlands Palliative Care \(westmidspallcare.co.uk\)](http://guide-westmidlandspalliativecare.co.uk).

Consent

The patient, (or their family and/or carer, if they have lasting power of attorney) should have the rationale for the JIC pack clearly explained to them to gain their consent before it is prescribed.

Some patients at end of life may need a capacity assessment to determine whether they are able to give their consent. And in some cases, a 'best interests' decision will be made by their GP before a JIC pack is prescribed and this will be documented in their notes.

Communication

The patient must be referred to the community nursing team for assessment and 'community nursing notes' will be kept conveniently in the patient's home. (The provision of a JIC pack should be identified on the 'flagging notice' for the Out of Hours service provider).

Prescription Requirements

Standard GP (FP10) prescriptions are used to prescribe the medicines in a JIC pack by the patient's GP. Controlled drug prescriptions must:

- Be indelible
- Be dated
- Be signed by the prescriber
- Include the prescriber's address
- Include the name and address of the patient
- Include the date of birth of the patient (and age if <12 years)
- Include the form of the preparation (e.g. tablets / capsules)
- Include the strength of the preparation (micrograms not mcg)
- Include the total quantity in both words and figures
 - 20 (TWENTY) tablets
- Include the dose to be taken (micrograms not mcg)

Controlled drug prescriptions should:

- Include the patient identifier (e.g. NHS number)
- Include the prescriber's GMC number
- Have a diagonal line drawn underneath the prescription to indicate no more items OR have "No more items" written under the last prescription.

EMIS Protocol

NHS STW has provided practices with an EMIS/Vision protocol, which generates the necessary prescriptions and *authorisation to administer form* and automatically makes an entry in the patient's record.

Community Pharmacy Collection and Delivery Arrangements

The JIC pack should be collected from the community pharmacy by the patient or their nominated representative. Alternatively, the pack can be delivered to the patient's home using a pharmacy delivery service, where this is available.

When dispensing the JIC pack the Community Pharmacy will also supply with the medicines a *JIC Patient Information leaflet* describing the purpose of the JIC pack.

Authorisation and Administration of Medicines from the JIC Pack

The JIC pack is sealed to prevent tampering and this seal should only be broken by a healthcare professional when the medicine is required, the seal should not be broken just to check the contents.

Medicines from the pack can be administered by a doctor, and by a qualified member of the community nursing team once the *authorisation to administer forms* have been completed and signed.

Prior to administration the name of the medicine, the batch number and expiry dates must be checked in the usual way.

Review symptoms before and after anticipatory medicines are administered to inform appropriate titration of medicine. Monitor for benefits and any side effects at least daily and adjust the individualised care plan and prescription as necessary.

Using and Replacing Items from the JIC Pack

Only a trained healthcare professional should open and use the contents of the JIC pack while caring for the patient. Once the pack has been opened, prescriptions for further supplies of medication should be requested from the patient's GP. The Nurse/Allied Health Professional is responsible for requesting further Authority to Administer forms from a prescriber.

Once the patient begins to require regular subcutaneous medicines no further JIC packs will be required and the Nurse/Allied Health Professional caring for the patient will be responsible for ensuring that further prescriptions are ready ordered to maintain a continuity of supply to meet the patient's changing needs.

If an item within the JIC pack is accidentally broken or expires prior to the pack being opened, it should be replaced. A prescription for the broken/expired item should be requested from the patient's GP and the JIC pack should be returned to a Community Pharmacy or Dispensing Practice, as appropriate, so that the item can be replaced.

If a JIC pack is found to be Open

If a pack is found to be open, by a Nurse/Allied Health Professional, every effort should be made to establish the reason for the seal being broken. The contents of the pack and the patient's notes should be checked. If items have been administered appropriately, a prescription should be provided or requested for any additional medication. If the reason for the bag being opened cannot be found, then the GP should be consulted and advice should be sought regarding removal of the JIC pack from the patient's home, if tampering is suspected.

NHS STW, Medicines Management Team Role

NHS STW Medicines Management team will provide Community Pharmacies and Dispensing Practices with empty packs with tamper evident seals and Patient Information Leaflets.

Quality and Safety of the JIC Pack

Each medicine contained in the JIC pack should be clearly labelled with the following details:

- Patient's name
- Pharmacy details

- Date of dispensing
- Expiry date
- Batch number
- Name of medicine
- Quantity of medicine
- Directions for usage
- Keep out of the reach of children

Ampoules dispensed separately should be well wrapped to prevent accidental breakage and the outside of the box should be labelled as above.

It should then be clearly marked “this pack expires on.....” using the expiry of the shortest dated medicine as the expiry date for the pack. The contact name and address of the pharmacy supplying the pack should also be clearly marked on the outside of the pack.

Record Keeping

Any Controlled Drugs which are dispensed as part of a JIC pack should be recorded in the Controlled Drugs register in the usual way. A record of JIC packs supplied, together with their expiry dates should be maintained, to enable monitoring of the service and for the return and/or replacement of packs which have expired without having being used. All details should be kept securely and confidentially.

Pack no Longer Required.

The pack should be returned to any Community Pharmacy at the earliest convenient time by a patient’s carer or representative.

Patient Complaints

Community Pharmacies and Medical Practices should follow their in-house complaints procedures.

Alternatively contact NHS STW Patient Services:

Tel 01952 580407 e-mail stwccg.patientservices@nhs.net

or in writing at the following address:

Patient Services Team,
NHS STW,
Halesfield 6,
Telford, TF7 4BF

References:

Greater Manchester Health and social care partnership, Pain and symptom control guidance V5:

<file:///athwfhdc001/Users/GoslingN/Desktop/NEW%20JIC%20Documents/Resources%20to%20help%20new%20Doc%20design/Palliative-Care-Pain-and-Symptom-Control-Guidelines.pdf>

Palliative care Guideline, Compatibility checker:

<https://book.pallcare.info/index.php?op=plugin&src=sdrivers>

Appendix 1: Community Pharmacy Palliative Care Medicines Service

The Tier 1 and Tier 2 list of Medicines and the list of Tier 1 and Tier 2 pharmacies that hold them can be found on the ICB website Medicines Management [MEDICINES MANAGEMENT - NHS Shropshire, Telford and Wrekin \(shropshiretelfordandwrekin.nhs.uk\)](https://www.shropshiretelfordandwrekin.nhs.uk/medicines-management)

Tier 1		
Drug	Strength	Amount
Morphine sulphate	10mg	30 amps
Morphine sulphate	30mg	20 amps
Midazolam	10mg/2ml	20 amps
Levomepromazine	25mg/1 ml	20 amps
Hyoscine Butylbromide	20mg/ml	20 amps
Oxycodone injection	10mg/1ml	20 amps
Sodium Chloride 0.9%	10ml	30 amps
Water for injection	10ml	30 amps
Dexamethasone	3.32 mg in 1 ml	10 amps
Metoclopramide	10mg/1ml	10 amps

Tier 2		
Drug	Strength	Amount
Morphine sulphate	10mg	30 amps
Morphine sulphate	30mg	20 amps
Midazolam	10mg/2ml	20 amps
Levomepromazine	25mg/1 ml	20 amps
Hyoscine Butylbromide	20mg/ml	20 amps
Oxycodone injection	10mg/1ml	30 amps
Oxycodone injection	50mg/1ml	20 amps
Sodium Chloride 0.9%	10ml	30 amps
Water for injection	10ml	30 amps
Alfentanil	500mcg/1ml	20 amps
Cyclizine	50mg/1ml	20 amps
Parecoxib	40mg vial	10 vials
Dexamethasone	3.32 mg in 1 ml	20 amps
Glycopyrronium	200 mcg/ 1ml	10 amps
Metoclopramide	10mg/1ml	10 amps
Levetiracetam for injection	500mg/5ml	10 amps
Haloperidol	5mg/1ml	10 amps