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By Email

29 April 2020

Dear Grainne

Re: Prescribing, Collection and Remote Options

Thank you for your letter of 23 April 2020. I have now had an opportunity to consult with pharmacy colleagues and would offer the following advice in relation to remote prescribing:

- If a prescription is phoned through to a pharmacy it is important that it is from professional to professional to avoid any error.
- Faxing of prescriptions is allowed, however, prior to faxing prescriptions the prescriber or their representative should phone the pharmacy first in order to:
 - Confirm the current phone number of the fax machine*.
 - Ensure the pharmacy is open and can receive the fax securely and safely. A fax should never be sent outside of normal working hours.
 - Ensure the fax machine is manned.
 - Advise that the faxed prescription(s) is about to be sent.
- As a faxed prescription is not a legal document the **prescriber MUST** ensure that the original prescription is supplied to the pharmacy within 72 hours of faxing. Ideally the prescriptions should be delivered to the pharmacy.
- Once the original prescription has been received the pharmacist should shred the faxed copy.
- Prescriptions for Schedule 2 & 3 Controlled Drugs must not be faxed e.g. temazepam (schedule 3).

*If the pharmacy does not have a fax machine then another method of prescription transfer must occur.

I hope the above clarifies the position with regard to prescribing in situations when it is not possible or desirable for the patient (or their representative) to present the prescription at the pharmacy.

Yours sincerely

A handwritten signature in black ink that reads "Michael Donaldson". The signature is written in a cursive style with a large, stylized initial "M".

Michael Donaldson
Acting Chief Dental Officer/ Head of Dental Services