

Antimicrobial Documentation Guidance

Please ensure appropriate information is added to all antimicrobial prescriptions and clinical notes

Document on HEPMA

- Antimicrobial name, dose, route and frequency
- Oral Antimicrobial - number of days / doses or a stop date
- IV Antimicrobial - number of days / doses or a stop date if known

REGULAR	NOTE	Date	February 2025
AMOXICILLIN 500mg Capsules		Day	4 5 6 7 8 9
Dose	1000 mg	Route	Oral
Frequency	THREE times daily at 8am, 2pm and 10pm		
Rx on	04-Feb-2025 12:03	Stop on	09-Feb-2025 08:01 (5 days)
BNF	Broad-spectrum penicillins		
Prescriber	Grampian Doctor		
	<ul style="list-style-type: none"> • Order History • Administration History 		

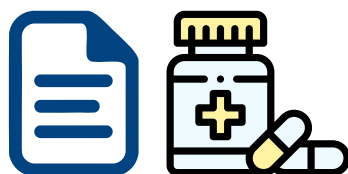
Nurses should prompt timely medical review of antibiotics but continue to administer, as prescribed, until reviewed.

Core Discharge Document (CDD)

All prescribers must record on the discharge prescription for all antimicrobial agents the:-

- Name
- Dose
- Route
- Frequency
- Stop date
- Indication

See example in graphic below.



Where the antimicrobial course on discharge is for longer than 2 weeks, please document that a further supply will be required from the GP and a plan for patient review.

Document in Clinical Notes

- **Clinical indication** (and disease severity if appropriate)
- Name, dose, route and frequency of antimicrobial
- IV Review as per [IVOST guideline](#)
- Document as **IV ReCORD**
- Stop date or duration for oral antimicrobial

IV ReCORD

Tool to guide review of IV antibiotic therapy within the daily ward round documentation.

Consider and Document (recommended documentation in **BOLD**)

Re	Review	Management plan for patient
C	Clinical	Infection Source (include in problem list)
		Physical examination
		Summary of Progress Improving / no change / deteriorating
		Other considerations: Presentation Relevant past medical history
O	Obs	Observations: NEWS Score or individual markers Temperature, respiratory rate, blood pressure, heart rate, oxygen saturation
R	Results	Blood results e.g. white cell count, C-reactive protein (CRP), creatinine
		Microbiology results Awaited/ Positive culture/ Negative results/ No samples taken
		Other relevant investigations Chest x-ray, Urinalysis, etc
D	Document	Document antibiotic plan <ul style="list-style-type: none"> ✓ Day of antibiotics recorded ✓ Antibiotic(s) patient currently on e.g. IV Amoxicillin Day 2 ✓ Options for outcome of the antibiotic prescribing review: <ul style="list-style-type: none"> <input type="checkbox"/> Stop antibiotics <input type="checkbox"/> IV to oral switch and documentation of duration of oral therapy <input type="checkbox"/> Continue current antibiotic regime, with reason documented <input type="checkbox"/> De-escalate <input type="checkbox"/> Escalate <input type="checkbox"/> Refer to OPAT

AMOXICILLIN 500 mg Capsules	New	1000mg	Oral	Three Times Daily	Stop after morning dose 9/2/25
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Indications: Community acquired pneumonia