Checklist for writing information about medication for patients

NB. All information sheets about medicines must be approved by the Drugs and Therapeutics Committee before they can be used with patients.

* What medication are you describing and what is it for?
* It’s important to explain that any information in your leaflet should be read alongside patient information supplied by the medication manufacturer
* How is the medication given?
* How often should it be given?
* What should patients avoid when taking a particular medication?
* What are the side effects? Explain that different people may react differently to the same medication.
* What should people do if the medication is not properly administered?
* You will need to remind patients to tell the clinician who prescribes their medication about any other medication they are taking.
* You will need to provide advice on storing medication, for example, ‘out of reach and sight of children’, ‘in the fridge’ and ‘out of the sunlight’.
* Where can patients get repeat prescriptions? Provide advice/details.
* It’s important to provide a contact telephone number (of the pharmacy, specialist nurse or doctor) for more information, for people who have concerns about side effects.