Republic of Kenya
MINISTRY OF HEALTH

GOOD DISPENSING PRACTICES FOR ART PROGRAMS

1

1. Receive prescriptions

- check accuracy of information on patient
- check validity of prescription
- verify any discrepancy with prescriber or patient
- request for remaining pills and do a pill count

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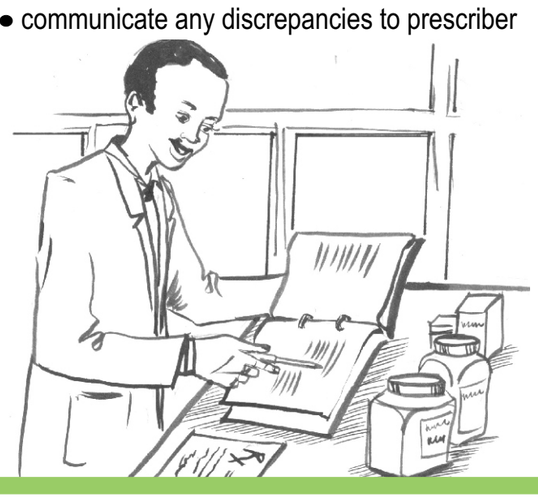
2. Interpret Prescription

- review patient medication history to verify current regimen
- check if medicine and dosage is appropriate
- check for medicines interactions
- communicate any discrepancies to prescriber



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3. Retrieve medication from storage

- select the appropriate medication
- check the general condition of the medication
- use " First Expire First Out " principle
- double check drug identity, strength and dosage form

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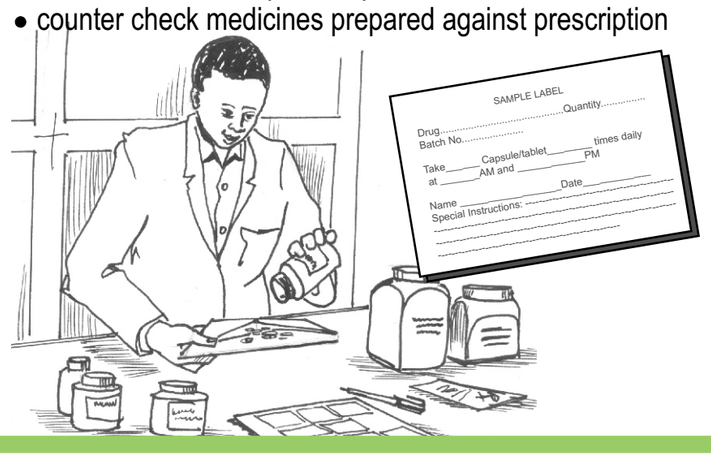
4. Prepare and process

- Count medicines using dispensing tray or counter
- put medicines in moisture-proof, light protective, child protective containers
- label medication as per sample label
- counter check medicines prepared against prescription



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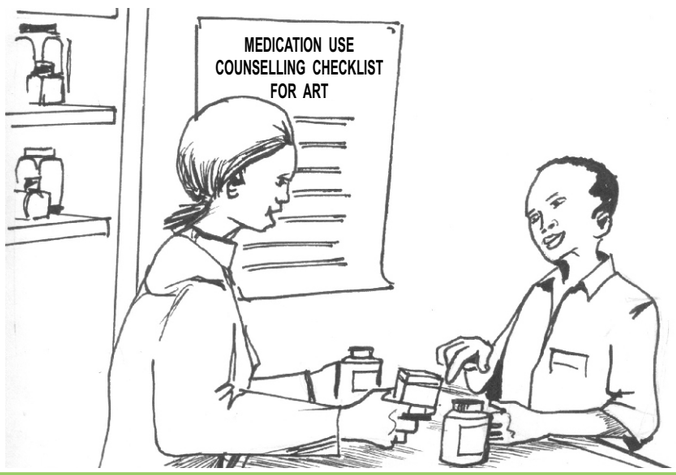
5. Counsel the patient

- communicate correct use of medicines to the patient
- ensure patient understands all instructions
- discuss side effects and important interactions



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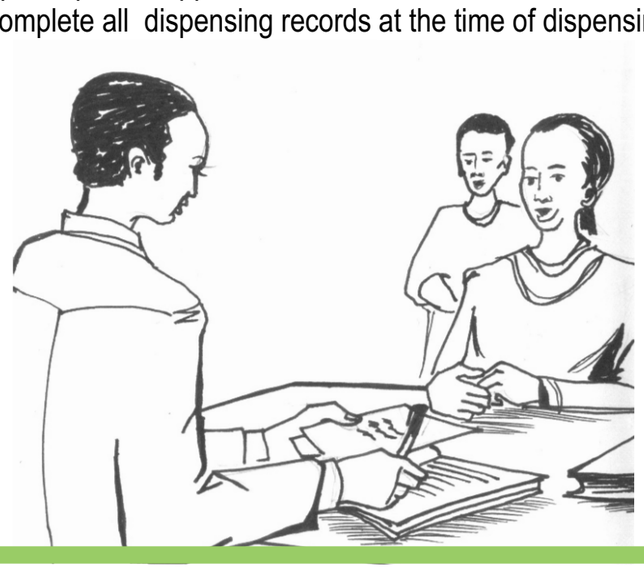
6. Keep records

- update patient appointment card
- complete all dispensing records at the time of dispensing



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