



## Clinical Guidance for the Administration of Vitamin B12 (Hydroxocobalamin) by Community Care Teams

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Type of document	Guidance
Target audience	All community staff
Document purpose	Guidance for the administration of Vitamin B12 (Hydroxocobalamin) by Community Care Teams

Approving meeting	West Quality, Governance and Effectiveness	1/09/2016
Implementation date	1-Sept-16	

CWP documents to be read in conjunction with	
<a href="#">HR6</a>	Mandatory Employee Learning (MEL) policy
<a href="#">IC3</a>	Standard (universal) Infection Control Precaution policy
<a href="#">GR29</a>	Waste Management policy
<a href="#">IC2</a>	Hand decontamination policy and procedure
<a href="#">IC8</a>	Policy for the procedure for Aseptic Non Touch Technique
<a href="#">GR38</a>	Health Record policy
<a href="#">MP1</a>	Cheshire and Wirral Partnership NHS Foundation Trust Medicines Policy
<a href="#">MP25</a>	Administration and checking of medicines by Assistant Practitioners
<a href="#">MP16</a>	Non-medical prescribing (NMP) policy

Document change history	
What is different?	New document
Appendices / electronic forms	Have appendices been added, or changed since the last issue, if so explain the reasons why?
What is the impact of change?	Will this new document change the way we do things currently

Training requirements	No
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Document consultation	
East locality	Who within this service have you spoken to
Wirral locality	Who within this service have you spoken to
West locality	Community Care Teams, CWP Pharmacy Technician Ian Winton.
Corporate services	Medicines Management Group (MMG) CWP
External agencies	Who within this service have you spoken to

Financial resource implications	None
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External references

Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable?		
No		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	
- What alternatives are there to achieving the document without the impact?	N/A	
- Can we reduce the impact by taking different action?	N/A	
Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.		
If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.		
Was a full impact assessment required?	Select	
What is the level of impact?	Select	

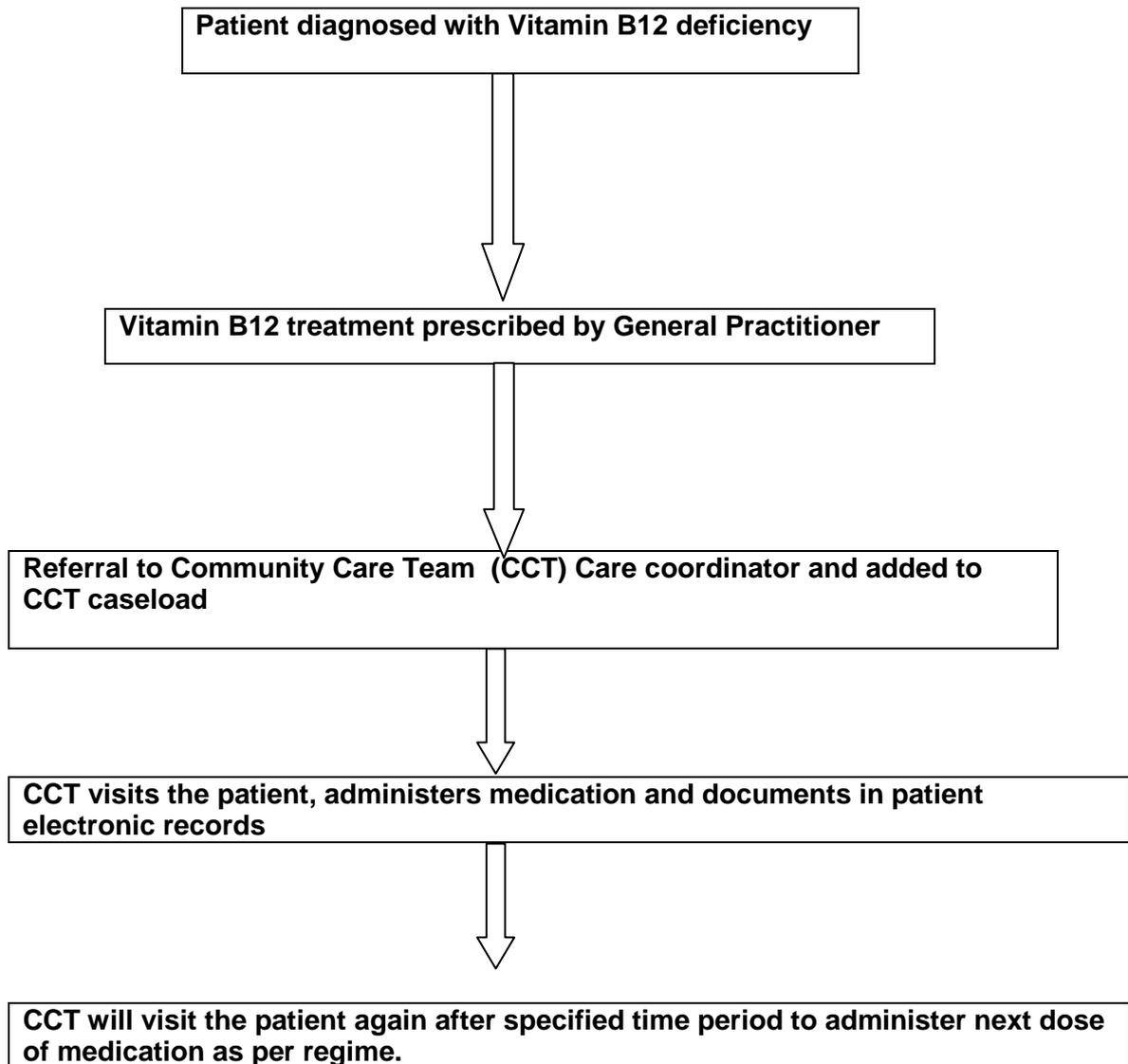


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## Quick Reference Flowchart

For quick reference the guide below is a summary of the actions required



## 1. Introduction

Vitamin B12 deficiency, also known as hypcobalaminemia, refers to low blood levels of vitamin B12. Diagnosis of Vitamin B12 deficiency is typically based on a venous blood test and if a patient is identified as vitamin B12 deficient a General practitioner prescribes treatment. For patient's in the community the process involves a referral to the CWP Community Care team Care Coordinator and the patient will be added to the caseload and medication administered as per algorithm. It is expected that the General Practitioner will provide a prescription for 3 vials to ensure sufficient treatment doses are available to staff.

This policy has been created for governance purposes and to improve the patient experience and reduce the number of wasted and/or failed visits experienced by CWP employees. Many times in the past staff would attend the patient's home to administer the injection to find that it was not available for use. Staff have, in the past had to attend the GP surgery to obtain a prescription and/or wait in community pharmacies for it to be dispensed.

Adherence to the algorithm detailed below, employees of the Cheshire and Wirral Partnership NHS Foundation Trust will be able to deliver high quality care to their patients in a timely manner without disruption to their daily routine or workload.

## 2. Treatment algorithm

### A. Treatment Commenced

**Vitamin B12** prescribed by surgery with the dose clearly stated on the prescription and in the patient's electronic record. e.g.

- Loading dose: 1mg 3 times a week for two weeks
- Maintenance dose: 1mg every 3 months

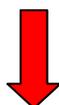
**If initiating the loading dose the full course should be prescribed.**



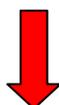
### B. Prescription issued for Vitamin B12 (hydroxocobalamin) 1mg/1ml

The prescription is sent to the pharmacy or given to a relative to take to the nominated pharmacy. If necessary the pharmacy can be requested to deliver to patient's home.

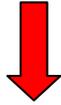
Referral made from the General Practitioner Surgery to the Community Integrated Care Team Care Coordinator for administration by the Community Care Team.



C. Care Coordinator schedules the first appointment and telephones the patient to ensure vitamin B12 injection is in the house. If the injection is not available, then the Care Coordinator to follow up and if necessary re-schedule the visit.



**D.** A member of the Community Care Team visits the patient, administers the medication, records administration in electronic records, and re-schedules the next visit. The family should be reminded that the prescription for the next dose needs to be requested from the GP surgery (for maintenance doses).



**E.** Ongoing Treatment. Prior to a home visit, ensure the Vitamin B12 injection is available. If a visit for a patient is scheduled other than for the Vitamin B12 injection within the same 7 day period, the Vitamin B12 can be rescheduled to administer at the same time.



If a patient is reviewed and vitamin B12 is no longer needed or if the patient's housebound status changes and a patient is able to attend surgery for treatment; then the surgery must notify the Community Care Team via the generic email address to ensure that future scheduled appointments are cancelled.