Direction to Administer forms Version 2.0 (Previously known as community nursing forms)

We are pleased to announce that Version 2 of the Direction to Administer (DA) forms will be available from late Friday 6th November with official launch on Monday 9th November 2026.

Existing Version 1.0 forms remain valid whilst in use. Please replace any paper copies with the new version available on the Nottingham APC Direction to Administer site from Monday 9th November 2026.

The updated forms reflect stakeholder feedback and improve safety, consistency and usability across Nottingham and Nottinghamshire.

New! Update to the DA form validity

The Direction to Administer (DA) form should be used for medicines not covered by the DA-Anticipatory Medication, DA- Syringe driver and DA- Vit B12 forms.

The validity period is now as below**:**

- 6 months for injectable medicines administered more frequently than every 3 months, for example insulin.
- 12 months for long-term regular injectable medicines administered every 3 months or less frequently, for example 3-monthly Prostrap®.

A separate DA-Vitamin B12 form is available which valid for 12 months, supporting annual medication review.

Top tips!

Based on feedback from GPs and nurses, these simple steps will help ensure a smooth DA process

✅ Save the DA form as **Final** before notifying the nursing team. This prevents any subsequent alterations from being made. A reminder that all forms are editable, even though they are prepopulated, until saved as final.

✅ Include your **GMC/professional registration number** so nurses can easily verify prescriber details. They cannot use the form without this information, causing delays to patient care.

✅ **Complete a new DA form** whenever there is a change to medication, dose, route, or frequency.

✅ **Discontinue previous DA forms** when issuing a new one, so that the current version is clearly identifiable. This is easy to do and the process is found here for SystmOne and EMIS practices.

✅ **Notify the nursing team** when an updated DA form has been issued. Nurses to routinely check the electronic patient record before home visits to ensure the most current DA form is used. Lack of communication was the most reported issue in the feedback we received.

✅ For **fentanyl patches**, record administration frequency in **hours**, that is, every 72 hours, rather than days.