This form must also be used to notify the practice that a staff member has left the care home

Care Staff fill in proxy request form

[Proxy ordering of medication in care homes](https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/)

Register for Proxy access and link your account to relevant practices [Proxy ordering of medication in care homes](https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/)

Care home and Practice agree to use proxy access

Reconcile and Order medication

Care home manager verifies staff ID

Care home and Practice sign up to the data sharing agreement

[Proxy ordering of medication](https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/)

Care home staff ordering medication should not request all medication via the “request all” function as this leads to prescribing of unnecessary medicines and waste

Including ordering medicines, booking appointments, and viewing the medical record

It is essential that the care home staff personal details are added to each GP system in the same way. Copy and paste staff details from the Proxy request form

The practice approves and Issue pin documents for care home staff and send directly to them via email as per NHSX guidance

[Proxy ordering of medication in care homes](https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/)

Care home sends practice patient/resident consent form and Proxy access request via NHS or .gov email

Practice decides levels of proxy access

Power of attorney for Health signs

Care home signs a best interest form

Resident signs consent form

Care home writes to appropriate residents to inform them of the change to online proxy ordering

[Proxy ordering of medication](https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/)

Care home gain consent is obtained from the resident or on their behalf

[Proxy ordering of medication in care homes](https://www.lancsmmg.nhs.uk/lancashire-and-south-cumbria-resources/proxy-ordering-of-medication-in-care-homes/)

Agree the level of access for the care home staff

For each patient the practice sets up proxy access as per the user guidance. Must pay particular attention to the name, care home address and email address. Copy and paste. Add the legal basis

Practice removes care home from proxy access

Care home fill in leavers form and sends to the practice