

# Patient Group Direction

## Supply of Hydrocortisone 1% cream or ointment by Community Pharmacists for the Management of Mild Skin Conditions in Patients aged 2-9years Protocol number 504 Version 5

**Date protocol prepared**                      July 2025

**Date protocol due for review:**        12 June 2027

**Expiry date:**                                12 June 2028

This patient group direction must be signed by all health care professionals involved in its use. The NHS organisation should hold the original signed copy. The PGD must be easily accessible in the clinical setting.

<b>Organisation</b>	NHS Forth Valley
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<b>Job Title</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Director of Nursing	Karen Goudie	Signed by Karen Goudie	16/7/25
Medical Director	Andrew Murray	Signed by Andrew Murray	13/6/25
Director of Pharmacy	Laura Byrne	Signed by Laura Byrne	16/7/25

This document authorises the supply of **Hydrocortisone 1% cream/ointment** by appropriate practitioners to patients who meet the criteria for inclusion under the terms of the document.

Practitioners seeking to supply **Hydrocortisone 1% cream/ointment** must ensure that they assess all clients to make sure they meet the criteria before supplying the product.

The purpose of this Patient Group Direction is to help patients by ensuring that they have ready access to a quality assured service which provides a timely, consistent and appropriate supply of **Hydrocortisone 1% cream/ointment** for the treatment of **mild skin conditions** patients.

Signatures of those developing the Patient Group Direction

<b>Job Title</b>	<b>Name</b>	<b>Signature</b>	<b>Date</b>
Doctor	David Herron	Signed by David Herron	13/5/25
Pharmacist	Hollie Houghton	Signed by Hollie Houghton	12/6/25
Nurse			
Microbiologist (if appropriate)			
Paediatrician (if appropriate)	David Watson	Signed by David Watson	12/6/25

Approval from Patient Group Directions Group

	<b>Chair</b>	<b>Signed on behalf of group</b>	<b>Date</b>
Patient Group Directions Group	Laura Byrne	Signed by Laura Byrne	16/7/25

**Lead Author responsible for updating change history:**

**Change history**

<b>Version</b>	<b>Date</b>	<b>Summary of changes</b>
3	25/1/21	Records/audit trail section updated with detail on retention of records for children
3	8/2/21	Title of PGD updated to include ointment Name, form & strength of medicine section updated to include ointment
4	7/2/23	Exclusion criteria updated to include rosacea and ulcerative conditions Removal of referral to OOH if patient refuses or is excluded
5	4/3/25	Title of PGD updated to show treatment of children aged 2-9years only Exclusion criteria updated to include patients over the age of 10years Inclusion criteria amended to reflect age of patients treatable

The following Patient Group Direction for Supply of Hydrocortisone 1% cream/ointment by Community Pharmacists for the Management of Mild Skin Conditions may be used from the following business/practice:

Name:

Address:

YOU MUST BE AUTHORISED BY NAME, UNDER THE CURRENT VERSION OF THIS PGD BEFORE YOU ATTEMPT TO WORK ACCORDING TO IT

### CLINICAL CONDITION

#### Clinical Condition

<b>Indication</b>	Treatment of mild inflammatory skin conditions
<b>Inclusion Criteria</b>	Children aged between 2- 9years presenting with: <ul style="list-style-type: none"> <li>○ Insect bite reaction</li> <li>○ Allergic contact dermatitis</li> <li>Mild eczema</li> </ul>
<b>Exclusion Criteria</b>	<ul style="list-style-type: none"> <li>● Patients 10 years and over- can be treated under pharmacy first.</li> <li>● Infected eczema ( signs suggestive of infection – weeping, rapidly worsening rash, fever )</li> <li>● Rash failing to respond to therapy</li> <li>● Hypersensitivity to any component of the product</li> <li>● Absence of valid consent</li> <li>● Application to face, anogenital region or broken skin</li> <li>● Skin lesions caused by untreated bacterial, fungal or viral skin infection eg cold sores, chicken pox, acne, athlete’s foot, ringworm or impetigo.</li> <li>● Rosacea</li> <li>● Ulcerative conditions</li> <li>● Pregnancy and breastfeeding</li> </ul>
<b>Caution/ Need for further advice</b>	If treatment fails, contact GP Practice
<b>Action if Patient declines or if excluded</b>	Refer patient to GP Practice for review

### DRUG DETAILS

<b>Name, form &amp; strength of medicine</b>	Hydrocortisone 1% cream or ointment
<b>Legal Status</b>	POM
<b>Route/ Method</b>	Topical

<b>Dosage</b>	One application
<b>Frequency</b>	Apply sparingly twice daily
<b>Duration of treatment</b>	Maximum 7 days
<b>Maximum or minimum treatment period</b>	Maximum 7 days
<b>Quantity to Supply/ administer</b>	30g
<b>Side Effects</b>	<p>Spreading and worsening of untreated infection, thinning of skin and pigmentation changes.</p> <p>For a full list of side effects – refer to the marketing authorisation holder’s Summary of Product Characteristics (SPC). A copy of the SPC must be available to the health professional administering medication under this Patient Group Direction. This can be accessed on <a href="http://www.medicines.org.uk">www.medicines.org.uk</a></p> <p>All adverse reactions that are serious or result in harm should be reported to the MHRA through the Yellow Card Scheme <a href="https://yellowcard.mhra.gov.uk/">https://yellowcard.mhra.gov.uk/</a></p>
<b>Advice to patient/carer</b>	<p>If symptoms have not improved after 7 days treatment, then patients should be advised to seek further medical advice.</p> <p>Advise patient of self-management strategies for managing skin conditions including using emollients frequently.</p> <p>Inform patient of possible side effects and their management and who to contact should they be troublesome.</p> <p>Advise patient of the importance of using Hydrocortisone cream/ointment twice daily for a maximum of 7 days.</p> <p>The Drug Manufacturer Patient Information Leaflet should be given.</p> <p>Patients should be informed who to contact should they experience an adverse drug reaction.</p>
<b>Follow up</b>	Advise patient to seek medical advice should symptoms worsen or not improve

## STAFF CHARACTERISTICS

<b>Qualifications</b>	Pharmacist currently on the practising section of pharmaceutical register held by the General Pharmaceutical Council.
<b>Specialist competencies or Qualifications</b>	<p>Pharmacists must have the necessary competencies and training to use the PGD and be authorised to use the PGD by their Lead Pharmacist.</p> <p>Under PGD legislation there can be no delegation.</p>

	List any other competencies or qualifications necessary. Adhere to the GPhC Standards for Pharmacy Professionals May 2017 and subsequent updates.
<b>Continuing Training &amp; Education</b>	Pharmacists must <ul style="list-style-type: none"> <li>• Have up to date knowledge of Hydrocortisone evidenced through ongoing CPD.</li> <li>• Have undertaken appropriate training to carry out clinical assessment of patient leading to treatment according to the indications listed in this PGD</li> <li>• Be able to assess the person’s capacity to understand the nature and purpose of the medication in order to give or refuse consent</li> <li>• List any other training or education necessary</li> </ul>

### REFERRAL ARRANGEMENTS & AUDIT TRAIL

<b>Referral arrangements</b>	If symptoms have not improved after 7 days treatment, then patients should be advised to seek further medical advice.
<b>Records/audit trail</b>	<p>A record of supply should be made on PMR which includes Name, strength, form and pack size of medicine supplied Dose and route of administration Date of supply and name of person making supply</p> <p>The medicine must be labelling in accordance with requirements detailed in the current version of Medicines, Ethics and Practice.</p> <p>The GP must be notified that a supply has taken place using the GP notification form. The patient’s GP must be informed if the patient experiences an adverse drug reaction.</p> <p>A computer or manual record of all individuals receiving a supply under this PGD should also be kept for audit purposes.</p> <p>Any adverse events/incidents should be reported to the PGD group in addition to any existing pharmacy processes</p> <p>For children retain records until the patient’s 25th birthday or 26th if young person was 17 at conclusion of treatment, or 3 years after death.</p> <p>For adults records of supply should be kept for 8 years.</p>
<b>Reference sources and comments</b>	Electronic Medicines Compendium ( <a href="http://www.medicines.org.uk">www.medicines.org.uk</a> ) Current edition of the British National Formulary (BNF)

## PATIENT GROUP DIRECTION AUTHORISATION DOCUMENT

### Supply of Hydrocortisone 1% cream or ointment by Community Pharmacists for the management of mild skin conditions working in Forth Valley Community Pharmacies Protocol number 504 Version 5

Individual Authorisation

*This PGD does not remove inherent professional obligations or accountability*

I \_\_\_\_\_ (please print in capitals), confirm that I have read and understood the above Patient Group Direction. I confirm that I have the necessary professional registration, competence, and knowledge to apply the Patient Group Direction. I will ensure my competence is updated as necessary. I will have ready access to a copy of the Patient Group Direction in the clinical setting in which the supply of the medicine will take place and agree to provide this medicine only in accordance with this PGD.

I understand that it is the responsibility of the pharmacist to act in accordance with the Code of Ethics for Pharmacists and to keep an up to date record of training and competency. I understand it is also my responsibility to ensure that all consultations with patients occur within a private and confidential area of the pharmacy.

I have read and fully understand the Patient Group Direction for the supply of hydrocortisone cream/ ointment 1% and agree to provide this medicine only in accordance with this PGD in NHS Forth Valley Community Pharmacies.

Name of Pharmacist (in block capitals) \_\_\_\_\_

GPhC Number \_\_\_\_\_ Employee  Locum  Relief Pharmacist

If you are a locum please provide a contact email address: \_\_\_\_\_

Normal NHS Forth Valley Pharmacy Location  
(Please state contractor code)

\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note :**

A copy of this agreement must be signed by each pharmacy practitioner who wishes to be authorised to use the PGD for Supply of hydrocortisone 1 % cream or ointment by Community Pharmacists working in Forth Valley Pharmacies.

Please return this page either by mail to Community Pharmacy Development Team, NHS Forth Valley Royal Hospital, Stirling Road, Larbert, FK5 4WR **OR** by email to [fv.communitypharmacysupport@nhs.scot](mailto:fv.communitypharmacysupport@nhs.scot) attaching a scanned / photographed image. A copy should be retained in each pharmacy premises you provide the service in.

