

Organisation name Site or unit		FORM Downtime prescription and dispensing form	
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Status	Blank form, to adapt	Issue date	
Review date		Replaces	
Owner		Approved by	
Signature			

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Form · HOS-FRM-014 · Version 1.0 · Approved by the ASF Expert Committee

Supports: System S1 (Hospital), criterion S1.22

1. Purpose

The paper prescription and dispensing record used when the electronic system is down. It carries the checks the software normally makes.

2. How to complete

- Use for every prescription during downtime.
- Make the software checks by hand, and tick each one.
- Dispense against the form, and check the item.

3. Checks

Check	Entry
Allergies checked	Yes
Weight and renal function checked	Yes
Interactions checked	Yes
Dose and route checked	Yes
Independent check for high-alert items	Yes

Entered into the system when it is back	Yes

4. Evidence

Reference	Note
E-007	WHO Nine patient safety solutions (2007).
E-006	ASF Policy Framework v1.2. Adapted.
E-009	ASF Expert Committee consensus.

5. Change history

Version	Date	What changed	Approval
1.0	the date of approval	First version	set Expert Committee approval

No e-learning course is linked to this document yet.

6. References

- Accréditation Sans Frontières (2026). ASF Policy Framework v1.2. (E-006)

- Accréditation Sans Frontières (2026). ASF Expert Committee consensus on Standard 1. (E-009)
- World Health Organization (2007). Nine patient safety solutions, including correct patient identification. Geneva: WHO. [Open source](#) (E-007)

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Related standard

- [Standard 17: Pharmacy](#)