PB 133 of 2025

National Health (Pharmaceutical Benefits) National Residential Medication Charts Approval Instrument 2025

I, Matthew Castle, Acting Assistant Secretary of the Department of Health, Disability and Ageing make the following instrument.

Dated 07 November 2025

Matthew Castle
Acting Assistant Secretary
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Department of Health, Disability and Ageing

Contents

1 Name

(1) This instrument is the *National Health (Pharmaceutical Benefits) National Residential Medication Charts Approval Instrument 2025*.

(2) This instrument may also be cited as PB133 of 2025.

2 Commencement

(1) Each provision of this instrument specified in column 1 of the table commences, or is taken to have commenced, in accordance with column 2 of the table. Any other statement in column 2 has effect according to its terms.

Commencement information

Column 1	Column 2	Column 3
Provisions	**Commencement**	**Date/Details**
1. The whole of this instrument	1 November 2025.	1 November 2025

Note: This table relates only to the provisions of this instrument as originally made. It will not be amended to deal with any later amendments of this instrument.

(2) Any information in column 3 of the table is not part of this instrument. Information may be inserted in this column, or information in it may be edited, in any published version of this instrument.

3 Authority

This instrument is made under subsection 41(5) of the *National Health (Pharmaceutical Benefits) Regulations 2017*.

4 Definitions

In this instrument:

approved residential care home has the meaning given by the *Aged Care Act 2024*.

medication chart has the meaning given by the Regulations.

medication chart prescription has the meaning given by the Regulations.

PBS prescriber has the same meaning as in Part VII of the *National Health Act 1953*.

pharmaceutical benefit has the same meaning as in Part VII of the *National Health Act 1953*.

Regulations means the *National Health (Pharmaceutical Benefits) Regulations 2017*.

residential care means funded aged care services accessed through the service group residential care (within the meaning of the *Aged Care Act 2024*).

5 Prescribed requirements for medication charts under the Regulations

Schedule 1 provides the approved form and information requirements that must be met in relation to a medication chart. Schedule 1 is only for the purposes of a medication chart that is used for prescribing, supplying, and recording the administration of, pharmaceutical benefits to persons receiving treatment in or at an approved residential care home. The approved requirements are made under paragraphs 41(5)(a) and (b) of the Regulations.

Schedule 1 - Chart Requirements

Medication Chart Requirements - For PBS/RPBS Medication Chart prescriptions for persons receiving treatment in or at an approved residential care home at which the person is receiving residential care.

1. Approved residential care home patients

1.1 The standard fields for a patient who is receiving residential care in or at an approved residential care home must include:

(a) the patient's:

(i) full name; and

(ii) preferred name (if any); and

(iii) date of birth; and

(iv) Unit Record Number (URN)or Medical Record Number (MRN), expressed as 'URN/MRN'; and

(v) healthcare identifier; and

(vi) Medicare number; and

(b) the patient's allergies, including:

(i) drugs or other substances that cause allergic reactions; and

(ii) the date, type and description of each allergic reaction; and

(c) the patient's adverse drug reactions, including:

(i) drugs or other substances that cause adverse drug reactions; and

(ii) the date, type and description of each adverse drug reaction; and

(d) any number specified on a card, issued by the Commonwealth, as an entitlement number (however described) for the patient.

2. Approved residential care homes

2.1 The standard fields for an approved residential care home must include the approved residential care homes:

(a) business name; and

(b) business address; and

(c) Residential Aged Care Service ID.

3. Commencement and expiry dates

3.1 The standard fields for the period of validity of the medication chart must include the chart's:

(a) commencement date; and

(b) expiry date.

4. PBS prescriber

4.1 The standard fields for a PBS prescriber must include the PBS prescriber's:

(a) full name and signature:

(i) on the front page of the medication chart for a patient; and

(ii) for each pharmaceutical benefit that the PBS prescriber prescribes for the patient using the medication chart; and

(b) address; and

(c) PBS prescriber number; and

(d) contact details sufficient to make contact with the PBS prescriber at any time.

5. Regularly administered pharmaceutical benefits

5.1 The standard fields for a regularly administered pharmaceutical benefit must include:

(a) particulars sufficient to identify the pharmaceutical benefit, including the name, pharmaceutical dose, form and strength, expressed as 'medicine/form/strength'; and

(b) the pharmaceutical benefit's:

(i) date of prescribing; and

(ii) dose; and

(iii) route of administration; and

(iv) frequency of administration; and

(c) the day, month and year of the date (the start date) to start administering the pharmaceutical benefit; and

(d) the day, month and year of the date (the stop date) to stop administering the pharmaceutical benefit; and

(e) a check box next to the words 'Valid for duration of chart'; and

(f) a check box next to the words 'Brand substitution not permitted'; and

(g) a check box next to the expression 'CTG'; and

(h) the expression' PBS/RPBS'; and

(i) the words 'Streamlined Authority Code' and (immediately next to those words) 6 empty boxes, with each box being large enough for a single digit number to be clearly written in the box; and

(j) additional instructions (if any) to be added by the medical practitioner, expressed as' Additional instructions'; and

(k) a box next to the heading, enclosing the name of each calendar month, and

(i) next to a box enclosing the words 'Date' and' Times'- a numbered box for each day of each month, laid out on the page horizontally and numbered consecutively, beginning

with '1' and ending with '31 '; and

(ii) under the box enclosing the words 'Date' and' Times '- a column of several boxes, laid out on the page vertically, with each box being empty and large enough for the time the pharmaceutical benefit is administered, if not administered by means of a multi-dose pack, to be clearly written in the box; and

(iii) next to the column of empty boxes mentioned in subparagraph (ii)- several rows of boxes, laid out on the page horizontally, with each box being large enough for the initials of the person who administered the pharmaceutical benefit to be clearly written in the box.

5.2 The standard fields for a regularly administered pharmaceutical benefit must also include a standard field to record the administration of the benefit if the benefit has been administered by means of a multi-dose pack, being a box enclosing the name of each calendar month, and:

(a) next to a box enclosing the words 'Date' and' Times' - a numbered box for each day of each month, laid out on the page horizontally and numbered consecutively, beginning with '1' and ending with '31'; and

(b) under the box enclosing the words 'Date' and 'Times'- a column of several boxes, laid out on the page vertically, with:

(i) a box including the word 'Breakfast'; and

(ii) below that, a box including the word 'Lunch'; and

(iii) below that, a box including the word 'Dinner'; and

(iv) below that, a box including the word 'Bedtime'; and

(v) each other box being empty and large enough for the time when the pharmaceutical benefit is administered as part of the multi-dose pack to be clearly written in the box; and

(c) next to the column of boxes mentioned in paragraph (b) - several rows of boxes, laid out on the page horizontally, with each box being large enough for the initials of the person who administered the pharmaceutical benefit as part of the multi-dose pack to be clearly written in the box.

5.3 For paragraphs 5.1(k)(iii) and 5.2(c), there must be enough rows and enough boxes in the rows to allow the administration of the pharmaceutical benefit to be recorded for each day of the four-month period of validity of the medication chart.

5.4 For the standard fields mentioned in paragraph 5.2(b), the boxes mentioned in subparagraphs 5.2(b)(i) to (iv) may be preceded, separated or followed by one or more of the empty boxes mentioned in subparagraph 5.2(b)(v).

5.5 For the standard fields at paragraphs 5.l(d) and (e), the fields must be enclosed in the same box and clearly presented as being mutually exclusive.

6. Insulin pharmaceutical benefits (non-PRN) and blood glucose level (BGL) recording

6.1 The standard fields for a pharmaceutical benefit that is insulin that is not required to be administered PRN (as required) must include standard fields for:

(a) the information mentioned in subsection 5.1, other than subparagraphs 5.1(b)(ii) and (iv) and paragraphs 5.1(f), (i) and (k); and

(b) the pharmaceutical benefit's time of administration; and

(c) a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the word 'Time'; and

(ii) each other box being empty and large enough for the time at which the patient's blood glucose level is monitored to be clearly written in the box; and

(d) immediately under the row of boxes mentioned in paragraph (d) – a row of boxes, laid out on the page horizon tally, with:

(i) the first box enclosing the acronym 'BGL'; and

(ii) each other box being empty and large enough for patient's blood glucose level to be clearly written in the box; and

(e) a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the words 'Time'; and

(ii) each other box being empty and large enough for the time at which the pharmaceutical benefit is administered to be clearly written in the box; and

(f) immediately under the row of boxes mentioned in paragraph (t) - a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the words 'Dose'; and

(ii) each other box enclosing the word 'units' and being large enough for the dose, in units, to be clearly written in the box; and

(g) immediately under the row of boxes mentioned in paragraph (g) a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the term 'Initial 1'; and

(ii) each other box being empty and large enough for the initials of the person who administers the pharmaceutical benefit to be clearly written in the box; and

(h) immediately under the row of boxes mentioned in paragraph (h) - a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the term 'Initial 2'; and

(ii) each other box being empty and large enough for the initials of the person who administers the pharmaceutical benefit to be clearly written in the box.

6.2 For paragraphs 6.1(c) to (i), there must be enough rows and enough boxes in the rows to allow the administration of the pharmaceutical benefit to be recorded for each day of the four-month period of validity

of the medication chart.

7. Insulin PRN (as required) pharmaceutical benefits

7.1 The standard fields for a pharmaceutical benefit that is insulin that is required to be administered PRN (as required) must include standard fields for:

(a) the information mentioned in paragraphs 5.1(a), (c), (d), (e), (g) and (h), and paragraph 5.1(b) other than subparagraph (iv); and

(b) the pharmaceutical benefit's time of administration; and

(c) the expression 'Max dose/24hr'; and

(d) a column of four boxes, laid out on the page vertically, with:

(i) the first box enclosing the word 'Date'; and

(ii) the second box enclosing the word 'Time': and

(iii) the third box enclosing the word 'Dose'; and

(iv) the fourth box enclosing the word 'Initial'; and

(e) four rows of empty boxes next to the column of four boxes mentioned in paragraph(d):

(i) laid out on the page horizontally; and

(ii) with each box in each row being large enough for the information mentioned in subparagraph (d)(i), (ii), (iii) or (iv) to be clearly written in the box.

8. PRN (as required) pharmaceutical benefits

8.1 The standard fields for a pharmaceutical benefit, other than insulin, that is required to be administered PRN (as required) must include standard fields for:

(a) the information mentioned in paragraphs 5.1(a) to (i); and

(b) the word 'Indication'; and

(c) the expression 'Max dose/24hr'; and

(d) a column of four boxes, laid out on the page vertically, with:

(i) the first box enclosing the word 'Date'; and

(ii) the second box enclosing the word 'Time'; and

(iii) the third box enclosing the word 'Dose'; and

(iv) the fourth box enclosing the word 'Initial'; and

(e) four rows of empty boxes next to the column of four boxes mentioned in paragraph (d):

(i) laid out on the page horizontally; and

(ii) with each box in each row being large enough for the information mentioned in subparagraph (d)(i), (ii), (iii) or (iv) to be clearly written in the box.

9. Pharmaceutical benefits: short-term medicines

9.1 The standard fields for a pharmaceutical benefit that is a short-term medicine must include standard fields for the information mentioned in paragraphs 5.l(a) to (d) and (f) to (k), other than subparagraph 5.1(k)(i).

10. Variable dose pharmaceutical benefits (non-insulin)

10.1 The standard fields for a pharmaceutical benefit, other than insulin, that can be administered in variable doses must include standard fields for:

(a) the information mentioned in subsection 5.1, other than paragraph 5.l(k); and

(b) a box enclosing the name of each calendar month; and

(c) next to a box enclosing the word 'Date' - a numbered box for each day of each month, laid out on the page horizontally and numbered consecutively, beginning with '1' and ending with '31'; and

(d) a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the words 'Pathology result'; and

(ii) each other box being empty and large enough for the pathology result to be clearly written in the box; and

(e) immediately under the row of boxes mentioned in paragraph (d) - a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the Words 'Dose prescribed'; and

(ii) each other box being large enough for the dose prescribed to be clearly written in the box; and

(f) a row of boxes, laid out on the page horizontally, with:

(i) the first box enclosing the words 'Dose given'; and

(ii) each other box being large enough for the dose given to be clearly written in the box; and

(g) a row of boxes, laid out horizontally, with:

(i) the first box enclosing the word 'Time'; and

(ii) each other box being empty and large enough for the time at which the pharmaceutical benefit is administered to be clearly written in the box; and

(h) a row of boxes, laid out horizontally, with:

(i) the first box enclosing the term 'Initial 1'; and

(ii) each other box being empty and large enough for the initials to be clearly written in the box; and

(i) a row of boxes, laid out horizontally, with:

(i) the first box enclosing the term 'Initial 2'; and

(ii) each other box being empty and large enough for the initials to be clearly written in the box.

10.2 For paragraph 10.l(d) to (i), there must be enough rows and enough boxes in the rows to allow the administration of the pharmaceutical benefit to be recorded for each day of the four-month period of validity of the medication chart.

11. Nutritional supplements pharmaceutical benefits

11.1 The standard fields for a pharmaceutical benefit that is a nutritional supplement must include standard fields for:

(a) particulars sufficient to identify the pharmaceutical benefit, including the name and strength, expressed as 'nutritional supplement'; and

(b) the pharmaceutical benefit's:

(i) date of prescribing; and

(ii) dose; and

(iii) route of administration; and

(iv) frequency of administration; and

(c) the day, month and year of the date (the start date) to start administering the pharmaceutical benefit; and

(d) the day, month and year of the date (the stop date) to stop administering the pharmaceutical benefit; and:

(e) a check box next to the words 'Valid for duration of chart'; and

(f) a check box next to the words 'Brand substitution not permitted'; and

(g) a check box next to the expression 'CTG'; and

(h) the expression' PBS/RPBS'; and

(i) additional instructions (if any) to be added by the PBS prescriber, expressed as 'Additional instructions'.

12. Characteristics of certain standard fields

12.1 The standard fields mentioned in the following provisions must be easily readable and clearly visible to a person looking at any page of the medication chart:

(a) subparagraphs 1.1(a)(i) to (v); and

(b) paragraphs 1.1(b) and (c) and 2.l(a) and (c).

12.2 The standard fields for the commencement date and expiry date mentioned in section 4 must be on the front page of the medication chart.

12.3 The standard fields for a pharmaceutical benefit that is insulin must be in a part of the medication chart that relates only to insulin.

12.4 The standard field for the patient's blood glucose level must be clearly visible to a person looking at the standard fields for administering insulin.

12.5 The standard fields for a pharmaceutical benefit that is required to be administered in variable doses must be in a part of the medication chart that relates only to that pharmaceutical benefit.