

pharmaceutical dosage forms. As it is accepted practice within the UK to use the terms outlined above, these will be the terms used within each of the product chapters.

6. All directions on labels should use active rather than passive verbs. For example, 'Take two' (not 'Two to be taken'), 'Use one' (not 'One to be used'), 'Insert one' (not 'One to be inserted'), etc.
7. Where possible, adjacent numbers should be separated by the formulation name. For example, 'Take two three times a day' could allow for easy misinterpretation by the patient. Therefore, ideally, the wording on this label would include the formulation, e.g. 'Take two tablets three times a day'. The frequency and quantity of individual doses are always expressed as words rather than numerals (i.e. 'two' not '2').
8. Liquid preparations for internal use usually have their dose expressed as a certain number of 5 ml doses. This is because a 5 ml spoon is the normal unit provided to patients to measure their dose from the dispensed bottle. Therefore if a prescription called for the dosage instruction 10 ml tds, this would be expressed as 'Take two 5 ml spoonfuls three times a day'. Paediatric prescriptions may ask for a 2.5 ml dose: in this case, the label would read 'Give a 2.5 ml dose using the oral syringe provided'. Note here the use of the word 'Give', as the preparation is for a child and would be given to the patient by the parent or guardian.
9. Remember the label on a medicine is included so that the item can be identified, and the patient instructed as to the directions for use. Therefore, simple language should always be used.
 - Never use the word 'Take' on a preparation that is not intended for the oral route of administration.
 - Use 'Give' as a dosage instruction on products for children as a responsible adult should administer them.
 - Only use numerals when quoting the number of millilitres to be given or taken. All other dosage instructions should use words in preference to numerals.
 - Always be prepared to give the patient a verbal explanation of the label.

Pharmaceutical packaging

All dispensed medicinal products will need to be dispensed to the patient in a suitable product container. The function of a

KeyPoints

Remember, labels for extemporaneous products need to contain the following:

- Full name (including title) of the patient
- Name of the product
- Quantitative particulars (for unofficial products)
- Appropriate expiry date
- Additional warnings (where appropriate)
- Directions for use

These are in addition to the name and address of the pharmacy and the words 'Keep out of the reach of children'.