



Oral Cytotoxic Therapy Procedure

Procedure Number

CHC-CYT-007

Version Nos:

4

1. Purpose

This Procedure outlines the process for the administration of an oral Cytotoxic agent to patients in a manner that is safe to both staff and patients.

2. Application

This Procedure is to be followed by all clinical staff throughout the West Coast District Health Board (WCDHB).

3. Definitions

For the purposes of this Procedure:

Cytotoxic medications is taken to mean toxic compounds known to have carcinogenic, mutagenic and/or teratogenic potential.

Oncology Nurse Specialist is an oncology trained nurse who is available to act as a resource for medical and nursing staff regarding the administration and management of Cytotoxic medications.

4. Responsibilities

For the purposes of this Procedure:

all **Clinical Staff** are required to:

- provide cares and treatments as per the requirements of this Procedure
- document all observations and cares and treatments given

5. Resources Required

This Procedure requires:

- i) Cytotoxic medication
- ii) Patient's clinical record

6. Process

- 1.00 Oral Cytotoxic medication containers must be labelled with a "Cytotoxic-handle carefully" label.
- 1.01 Nurses administering oral Cytotoxic therapy shall:
 - i) Wear non-sterile gloves to dispense or administer oral Cytotoxic therapy.
 - ii) Remove any packing material from tablet bottles with caution in order to prevent distribution of Cytotoxic dust.
 - iii) Tablets or capsules should not be crushed or broken except by pharmacy.
- 1.02 The nurse shall educate the patient and their family/whanau/caregiver on:
 - i) Keeping oral medicines well out of reach of children
 - ii) Keeping oral medicines out of direct sunlight.
 - iii) Not handling oral medicines.
 - iv) If oral medicines are accidentally handled, hands must be washed thoroughly.
 - v) Not re-using any tablet bottle which has contained Cytotoxic medication.
 - vi) Returning any unused oral Cytotoxic medication to pharmacy for disposal.



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- vii) Taking particular care with excreta. Wear thick disposable gloves to clean up any excreta.
- viii) Soiled clothing and linen should be washed separately and twice.
- ix) Flushing the toilet twice.

1.03 Document clearly all details of the treatment in the patient's notes.

7. Precautions And Considerations

- ➔ Oral Cytotoxic medication containers must be labelled with a “Cytotoxic-handle carefully” label.
- ➔ Nurses administering oral Cytotoxic therapy are to wear non-sterile gloves to dispense or administer oral Cytotoxic therapy.
- ➔ Document clearly all details of the treatment in the patient's notes.

8. References

The Cytotoxics Handbook, 1997, 3rd Edition, Radcliffe Medical Press.

Canterbury DHB Policy and Procedure Manual, Christchurch Hospital Vol F Fluid and Medication Management Section 15

9. Related Documents

WCDHB Oncology/Cytotoxic Procedures

Revision History	Version:	4
	Developed By:	Oncology Nurse Specialist
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