Project of medication system for constructed special populations (foreign nationality spouses), in support of Food and Drug Administration, Department of Health, Executive Yuan

Simple and Safety Medication HandbookKeamanan Penggunaan Obat

簡易安全用藥手冊

(英文) (English)



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Speech of the Host

It is a pharmacist's responsibility to provide correct medication information and consultation to the public. However, in the modern multi-functional integrated society, the medication knowledge should be promulgated in multi-languages to meet the need of change. Hence, Yunlin pharmacy society is working aggressively in assisting pharmacist with updating relevant documents while encountering the new residents. Besides, government is also promoting a project of "medication system for constructed special populations (foreign nationality spouses)" to support and facilitate the progress of this task.

Chairman: Ms. Liao ling-chiao

To ensure the new residents' awareness of medication, and provide the foreign nationality spouses with a simple & safe medication handbook,

We specially invite Yunlin Sanitation Bureau and Yunlin County Health Insurance Special Pharmacy Association to instruct and understand the medication need of the foreign nationality spouses. Based on the collected demand, the handbook is edited by a group of professionals, such as pharmacist Shen Chienlu (National Taiwan University Hospital Yunlin branch), pharmacist Lin Hueimay (Changgeng Memorial Hospital Yunlin branch), pharmacist Lee Minling (Changhua Christian Hospital Yunlin branch) and pharmacist Chen Yachi (National Chenggong University Hospital Douliu branch), etc. It is categorized into 10 chapters for users' ease of reference in daily life. It is our expectation that the handbook may benefit the foreign nationality spouses and their families in basic medication concept and applications.

The Handbook is also available in various versions of Chinese, Vietnamese, Indonesian and English. We are very grateful to those contributors. Without their enthusiasm and great efforts, the completion of this Handbook would not be achieved. The list of contractors are professor Ho, Yun-fang of National Taiwan University, director Sung Shun-lien of Ching-Kang Foundation for Pharmacy Promotion, Haoly International Corporation (Ltd.), translation teachers and colleagues of the organization. We sincerely hope this Handbook can substantially assist the foreign nationality spouses in better understanding of taking medication and further developing a healthy community.



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Chapter I. What is medicine?

"Medicine" is defined as: a material or mixture using for preventing, relieving or eliminating the syndrome or human disease, which may also recover or enhance human body's normal physical function, or to assist doctor's diagnosis

It says "medicine is poison!" No matter its Chinese medicine or western medicine, once the medicine is being taken into human body, you can't tell the difference. It can "cure" and "kill". Without pharmacist's instruction, it works one way or the other.

Classifications of medicine

- 1. By appearance: injections, oral medicine, external use, medical instruments.
- 2. By categories: Prescription drugs, instruction drugs, and over-the counter drugs.
- *Prescription drugs: doctor's prescriptions required, and dispensed by professional pharmacist. The pharmacist dispenses the medicine under doctor's prescriptions, and advises patient for the usage.
- *Instruction drugs: doctor's prescriptions not required, can be purchased at community pharmacy and take it under the instructions of pharmacist and the package inserts.
- *Over-the-counter (OTC) drugs: OTC class B can be purchased at supermarket or drug store, while OCT class A&B can be purchased at community pharmacy. Patient can purchase freely and use it according to the instructions of package inserts.

Chapter II. How to self-care by properly taking medicine when you are ill

What will you do when you get sick? Most of people go to see doctor, but for some minor illness, you actually can take care of yourself by getting medicine from community pharmacy.

A. Common Cold:

Mainly resulting from virus, it will make major impact to respiratory system, known as running nose stuffy nose, sore throat, coughing or even fever, etc. Patient should take great deal of water, take good rest, and get medicine from nearby community pharmacy.

There is no panacea for common cold. Mostly the medicine for common cold is instruction drugs. Patient just takes it under the pharmacist's instructions.

The influenza or seasoning flu may cause systemic symptoms, then going for doctors' diagnosis, examination and taking medicine is essential.

B. Pain:

People may experience "pain" more or less in one's life time, Which including headache, toothache, stomach-ache, gastric distress, menstrual cramps pain, and muscle pain, etc.

Acute pain caused by any physical injury or damage can be relieved once the injury is treated or damage is recovered.

When suffering from headache, menstrual cramps pain, or toothache, you may purchase anodyne from community pharmacy, your pain will be relieved instantly.

If pain appears frequently, such as severe chest pains, headache, or stomach-ache, etc. it is essential to see the doctor for diagnosis, examination and take medicine.

C. Fever:

When body temperature exceeds 38 Centigrade degree, it is called "fever". Fever is a phenomenon that human body drives its immune system to eliminate the invading virus, toxins, and fix all damages occurred.

Fever may be caused by common colds, bacterial, virus infections' disease. However, exercising or hot weather may cause higher body temperature temporarily. Just take some rest if it is caused by the later factor.

If the fever results from the disease, it is required to take antipyretic. In addition, there are some ways to lower body temperature by placing ice pillow on forehead or back of the head, taking a good rest, drinking sufficient water, and taking off heavy clothes, etc.

If the fever comes back after 4-6 hours taking antipyretic, patient should see the doctor immediately for further treatment.

D. Nausea, Vomit:

They are common symptoms while you are sick. It will usually be recovered by taking OTC medicine, good rest and avoiding dehydration.

If nausea and vomit result from gastric acid hypersecretion, patient may take antacids, and stay away from milk, tea, coffee, and any irritating beverages, such as acid drinks.

For those who usually gets dizzy, or even becomes nausea or vomit while taking any kinds of transportations, they may take motion sickness pills half an hour prior to the departure.

During pregnancy, if the nausea or vomit becomes a serious impact to her daily life, nutritional status and fetal development, the patient may take medicine in accordance with doctor's prescription.

E. Constipation:

Constipation becomes a common disease of civilization in modern days. It may result from work pressure, stress, lack of exercise, or unbalanced nutrition, and is possibly caused diseases or medicine as well.

If the constipation results from habits of diet or psychological stress, it can be improved by changing daily habits of diet to stimulate gastrointestinal motility, such as taking more vegetables, increasing water intake, building habits of exercise, etc. and developing a good defecation habit.

If the constipation results from diseases or medicine, patient may purchase stool softener from community pharmacy. However, patient should not abuse or rely too much on the softener, otherwise it may affect function of gastrointestinal motility, or neglect the reason of constipation which may further cause a delay treatment.

F. Diarrhea:

The reasons for diarrhea may be involving bacterial, virus, medicine, food poison, gastrointestinal malabsorption, etc.

Minor diarrhea can be cured by taking antidiarrhea drugs or gastrointestinal agent from community pharmacy. Besides, intake lots of water to avoid dehydration, and accompanying with light diet.

In any events of persistent diarrhea, diarrhea with fever, severe vomiting, or bloody stool happened, patient should go to the hospital immediately for further examination, and stop taking antidiarrheal or other medicines.

Once the condition of diarrhea is relieved, patient may stop taking antidiarheal. However, it is essential to intake lots of water for electrolyte support, and serves liquid food to rest the belly.

For occasional minor illness or uncomfortable feeling, patient may take OTC or instruction drugs under the instruction of pharmacist nearby community pharmacy. In any event of patient's not getting improve or even worse, patient should go to the hospital immediately for further diagnosis and treatment.

Chapter III. Recognition of indications on medication pack

When receiving medication pack, pharmacist shall advise patient the correct usage of medication. In any events, relevant indications should be printed on medication pack. For ease of reference, some hospitals may provide patient with diagrams of medication time frame on medication pack. For better understanding in medication, some hospitals even thoughtfully, provide foreign patients with medication pack in English version. Examples showed as below:



In accordance with the provision of Department of Health Food Medicine Administrative Bureau, Executive Yuan, a medication pack should include 12 labeled descriptions and consulting items.



12 labeled descriptions are as follows:

- 1. Patient's name 7. Effects or indications
- 2. Patient's gender 8. Precautions or side-effects
- 3. Drug's name 9. Pharmacy's address
- 4. Drug's dosage 10. Name of pharmacy
- 5. Drug's quantity 11. Name of dispenser
- 6. Medication usage 12. Date of dispensing

Consulting items shall include:

- 1. Medication consultation
- 3. Cautions
- 2. Medication instruction
- 4 Contact information

Chapter IV. How to state your conditions clearly to the doctor

While seeing doctor, details of your statement should include the following:

- 1. Symptoms: part of body injured or feeling sick, status, and time occurred... etc.
- 2. Personal history of illness: including records of surgery, hospitalization, medical examining report, with or without diseases of diabetes, hypertension, liver kidney or familiar diseases, etc.
- 3. Have you ever had any unusual reaction over certain drugs? or allergies? Or special diet habits?
- 4. Drugs are currently taking: including chronic disease medicine, Chinese medicine, vitamins, contraceptive drugs, diet pills, healthy food and special food.
- 5. Have you ever taken any other drugs in past few weeks? Some drugs may continuously function in your body which would affect current medicine from doctor's prescription.
- 6. Any other undisclosed diseases, which may influence the result of medication: for example, if you have a liver or kidney dysfunction, which prolongs the drugs' excreting time from your body, or even increase drugs' toxicity.
- 7. Are you breastfeeding your baby? Because some drugs may secrete into breast.
- 8. Do you have any surgery arrangement or medicare plan? Since current medicine may influence coagulation and medical report.
- 9. Are you participating any examinations? operating machinery? Or driving? because some drugs will make you feel sleepy which may cause your distraction and bad reaction.

Chapter V. Double check with pharmacist while receiving medication pack

When receiving medicine pack, be sure to check with pharmacist for any questions. Be sure your understanding on the details on the package inserts, and confirm item by item to the following:

- 1. Your name is properly printed on medicine pack;
- 2. Be aware of drugs' title and quantity;
- 3. Make sure the usage of intake time and dose;
- 4. Make sure this is the right medicine for your symptoms;
- 5. Check the time period of medication for the treatment;
- 6. Any cautions after taking medicine?
- 7. Consult with pharmacist if necessary;
- 8. Ensure the appearance of drugs does not change or deteriorate;
- 9. Be aware of taking the medicine correctly



You are the master of your own body, keep in mind of the following:

- 1. Don't listen to the advertisements from TV or broadcasting;
- 2. Don't trust unfaithful drugs or food advertisements;
- 3. Don't buy any unknown drugs;
- 4. Don't take any unknown drugs;
- 5. Don't forward or recommend any unknown drugs;

Charter VI. How to take medicine?

When receiving medicine pack, you should check its quantity, ensure the dosage and time period of taking, and notices of the following:

- 1. Internal drugs should be taken with warm drinking water.
- 2. Drugs must be taken under the scheduled time.
- 3. Taking drugs within the regular time frame before or after the meals.
- 4. Do not take drugs along with tea, juice, milk or coffee, etc. stimulating beverages.
- 5. Taking drugs according to instructed dose of doctor's prescription. Do not change or stop taking drugs without doctor's instruction.
- 6. Whenever recalling a missing dose, take it immediately. Do not take the missing dose if next instructed dosing time is approaching.
- After taking medicine, if no effectiveness to the symptoms or any unusual condition or side-effect occurred, advise doctor immediately.
- 8. Notice the drug's name, warnings and expiration period on the label.
- 9. After recovery, stop taking drugs and should not share the unused drugs to others.
- 10. Consulting with your physician or pharmacist for any questions regarding to the medication.
- 11. Two or more different kinds eye-drops should be applied with 5-10 minutes intervals.
- 12. Topical creams for external use should be not swallowed or applied to eyes.

Instructions for taking medicine

A. Firstly, check to see if it is for internal use or external use.

- 1. Oral drugs: confirm the correct usage and dosage, if it is taken by swallow, chewable, prior melted in mouth, or prior diluted with water, etc. and check if it's deteriorated or expired.
- 2. For external use: confirm the portion to be applied, e.g. skin, eyes, ears, mouth, nose, rectum, vagina or via inhalation.

- 3. To avoid contaminating drugs or wounds, wash hands carefully prior taking medicine.
- 4. Shake well when using liquid suspension.
- 5. Suppository is required to keep in refrigerator to maintain its shape. Drugs stored in refrigerator should be restored back to room temperature prior to usage.
- 6. Be sure to cover the drugs tightly after usage.
- 7. Do not use deteriorated or expired medicinal liquid. Eye drops must be discarded one month after opening.
- 8. To avoid interactive transmission of virus or misusing drugs, do not use others' medicine.

B. Medication time.

- 1. Drugs should be taken according to prescribed dosing time:
- * Four times a day: morning, noon, night and bed time
- * Three times a day: morning, noon and night
- * Twice a day: morning and night
- * Once a day: a fixed time per day
- 2. Before and after meals
 - * Before meal: within one hour before meal

 Drugs are rather easy to be absorbed and less stimulations to
 gastrointestinal
 - * After meal: one hour after meal or along with meal. Drugs may easy to be absorbed by means of food digestion and less stimulations to gastrointestinal.
- * Fasting: one hour before meal or 2 hours after meal.
- * Before bed time: half an hour before bed time.
- 3. 4 times a day and 6 hours a day: by different purposes:
 - 4 times a day is for symptoms treatment, e.g. PANADOL,
 - 6 hours a day is to maintain and stabilize blood concentration, e.g. antibiotic.

C. Medicine should be taken along with drinking water.

- 1. The effectiveness of drug may be affected and resulted in interactions with juice (such as grapefruit juice), tea, coffee, or milk.
- 2. To avoid drugs stay in esophagus too long and cause esophagus burns, do not lay down while taking medicine.

D. What to do if forgot to take medicine?

- 1. Drugs for symptoms relief: it is Ok if forgot to take it, e.g. analgesics.
- Drugs for treatment or prevention: e.g. hypertension, diabetes. If you recall it within a short time after passing the prescribed dosing time, take it immediately. If its close to next dosing time, do not take it.
- 3. Drugs for taking before bed, no need to make it up in the day time.

Warnings:

All of hospital, clinics or pharmacy will provide their medication pack with detailed information including usage, dosage, side-effects, indications, etc. Before taking medicine, you must carefully read contents and warnings on medication pack or package inserts.

A. Side-effects

- 1. When quoted with "this drug may cause drowsiness or dizziness", or "after medication, you should pay more attention on driving or operating machinery" warning, means it will prevent you from doing concentration required task.
- 2. When quoted with "during the medication period, do not take any alcohol related beverage!" warning, means it may prolong the medication effectiveness or drowsiness.
- 3. Warning of "during medication, avoid sun exposure!" is usually indicated on sulfa drugs and whitening products.

B. Special usage

- Warning of "take it by swallowing, no grinding or chewing", indicates it's not tasty. For example, drugs in sustained releasing dosage form and enteric coating dosage form are not suitable for chewing.
- 2. Warnings of "keep in low temperature", means after receiving medication pack, it should be kept in the refrigerator.
- 3. Warnings of "shake well before use" which is often indicated on liquid suspension, liquid antibiotic, or eye drops.

C. Pregnant woman and breast-feeding

Warning of "pregnancy, pregnancy potentials or breast-feeding women are prohibited", means pregnant woman or breast-feeding mothers are not suitable to take the drugs.

D. Drugs' interaction

- 1. Warning of "at least 2 hours or more of interval is required for each dosing time while taking with irons, or antacids" is often indicated on antibiotic drugs like Quinolone antibiotics, because iron, milk or antacids will interfere with their absorptions and effects.
- 2. Warning of "do not take together with grape fruit juice", means the mixture of calcium channel blockers, macrolide immunosuppressants and ergot derivatives, etc. with grape fruit juice will affect absorption and metabolism of medicine.



Chapter VII. Drugs Storage and Expired-Drugs Recycling

Drugs should be kept in fixed place at home. There are several ways to preserve medicine from getting lost or changing its quality as below:

- 1. Preventing from light, humidity and heat: drugs are easily to change their qualities in places of high humidity and heat, like bathroom or kitchen.
- 2. Keeping it in cool and dark: inside the drawer or cabinet
- 3. Low temperature required: keep it in refrigerator with temperature between 2 to 8 Celsius.
- 4. Special requirement of light prohibition: such as eye drops which should be stored with untransparant plastic bags.
- 5. Keeping in the place children can not reach.
- 6. Keeping drugs separately for internal and external uses.
- 7. Keeping separately different types of drugs.
- 8. Preserving drugs together with their original package in sealed container.
- 9. After opening, the attached cotton and drier should be abandoned immediately.
- 10. Storing the integrity of original package and container for further recognition.
- 11. Storing the package inserts, original package for further recognition.
- 12. Noting relevant information of effective date, usage and dosage.
- 13. Storing in glass container is better than in plastic bag.
- 14. Inspecting home medicines at least once every year, and take expired drugs to hospital or community pharmacy for recycling.

Chapter VIII. Making good use of continuous prescription for chronic diseases

A. What is continuous prescription for chronic diseases?

For a patient with chronic disease who needs to take same drugs continuously over 6 months, doctor will provide continuous prescription for their long-term use.

B. How long is the continuous prescription valid?

This type of prescription should be valid for 3 months from the day doctor's prescription. The prescription may be dispensed in 2 to 3 times.

C. Who is eligible for using continuous prescription?

For chronic disease patients who fit into the list of diseases announced by Department of Health, such as hypertension, high blood sugar, and hyperlipidemia, etc. When patients' condition becomes stable, physician may file a continuous prescription based on several factors as: types of drugs for treatment under evaluation, dosage and if patient is with good compliance, etc.

D. Where to receive the drugs?

Within 7 days prior to completion of last dispensing, chronic diseases patient may bring his health insurance card to get next prescription from the hospital or the clinic he got the prescription or nearby community pharmacy.

E. How to handle when sickness feeling occurred during the medication period?

During medication period, when no effectiveness found or any unusual conditions or side-effects happened, advise doctor immediately. Patient should take the prescriptions and return to the hospital where the prescription was received for doctor's further consultation.

F. Any benefits for continuous prescriptions?

In accordance with the continuous prescriptions, chronic disease patient may get his medicine easily from a health insurance contracted pharmacy or the hospital where prescription received or clinic, which would save patient's cost in registration at hospital or clinic, as well the time consuming in traffic.

Chapter IX. Female medicine---usage of oral ontraceptives

Use of oral contraceptives:

In general, there are 2 types of oral contraceptives, one is "Single-Phase", another is "Multi-Phase".

- 1. Multi-Phase: contains both of estrogen and progestin.
- 2. Single-Phase: contains only progestin.

Mixed pill contains both of estrogen and progestin, in which:

- 1. with fixed dosage is called "Single-Phase";
- 2. with various changes of 2 or 3 phases is called "Multi-Phase".

A. Mechanism of Contraception:

Oral contraceptive is a low-dose compound female estrogen, which functions as below:

- 1. Major function is to inhibit ovulation, then will not get pregnant.
- 2. Change of endometrium is to interfere implantation.
- 3. Change of cervical mucus is to block sperm passing through.

R Effectiveness:

The ratio of failure is 0.1%.

C. Pros:

- 1. Taking medication correctly, the effectiveness of success almost reaches 100%.
- 2. No need for precautions prior to sexual intercourse.
- 3. To regularize menstrual period, reduce menstrual bleeding, and relief of menstrual cramps pain as well.
- 4. Suitable for just-married couple and single women.

D. Cons:

In the beginning of medication, few women may have symptoms, such as dizziness, nausea, uncomfortable, spotting, gaining weight. These symptoms will be disappeared in 2 or 3 months.

E. Cautions:

- 1. Patients with the following diseases are not allowed to take oral contraceptives: e.g. heart disease, diabetes, hypertension, vascular embolism related diseases, liver dysfunction, and genital or breast cancers history, etc.
- 2. Breast-feeding women are forbidden to take oral contraceptives.
- 3. Age over 35 and heavy smokers have better not to take oral contraceptives.
- 4. First-time users are required to receive physician's diagnosis and prescription.
- 5. Oral contraceptives must be taken every day, otherwise it will result in contraceptive failure.
- 6. When forgetting to take it in scheduled time, patients should make it up according to the package inserts or other contraceptive measures.
- 7. It is required to revisit physician 3 months after taking contraceptives, and take gynecological examination periodically every 6 months.
- 8. Contraceptives medication together with Ampicillin will result in contraceptive failure.



Chapter X. Your friendly neighborhood--the pharmacy in a community

A community pharmacy is a place where a professional pharmacist sells and dispenses drugs. It acts like a 7-11 or the health center in the community, and provides the newest drug information and the knowledge of safe medications. Besides, it helps the community residents taking good care of themselves by providing instruction drugs, and assists the community residents in sorting or classifying their medications. The functions of a community pharmacy are as follows:

- A. Dispensing ---confirm prescriptions, establish patient drug profile, dispensing, give instructions of drugs, avoid doubling medications.
- B. Drug supply---Provide prescription drugs, instruction drugs, health food and nutrition food.
- C. Medicine care---Dispense the prescriptions of chronic diseases, arrange medications and explain prescriptions.
- D. Medicine consultation---Provide medicine information, drug knowledge, safe medications and medicine educations.
- E. Health consultation---Provide consultation on health care, prevention of contagious diseases, patient guide, smoking cessation, weight losing and drug abusing.
- F. Providing safe, convenient, cost-saving, time-saving and substantial drug related services.

Non-prescription drugs include instruction drugs and Over-the-Counter(OTC)drug, people can purchase these groups of drugs in community pharmacies without physicians' prescriptions. The characteristics of non-prescription drugs are: safe, effective, convenient, preventive or relieving. People can purchase them freely and use them according to pharmacists' instructions or explanations on package leaflet or label.