

## CLINIC BLOOD PRESSURE GUIDANCE FOR RECEPTIONISTS

(Record latest BP in Vitals & Lifestyle template)

**Blood pressure < 140/90mmHg (Normal)** – No Further action,

**Blood pressure > 140/90mmHg but < 160/100** -> Advice to sit and relax for at least 10 minutes and repeat Blood Pressure (Ignore the previous reading)

- If **Repeat BP < 140/90mmHg (Normal)** – No Further action.
- If **Repeat BP > 140/90mmHg but < 160/100** – Print home BP monitoring diary from patient record, Advice to get a home BP machine and bring in a week's readings – The readings go to HCA for calculating average BP and send task to clinician.

**Blood pressure > 160/100 but < 180/110** -> Advice to sit and relax for at least 10 minutes and repeat Blood Pressure (Ignore the previous reading)

- If **Repeat BP < 140/90mmHg (Normal)** – No Further action.
- If **Repeat BP > 140/90mmHg but < 160/100** – Print Home BP monitoring diary from patient record, Advice to get a home BP machine and bring in a week's readings – The readings go to HCA for calculating average BP and send task to clinician.
- **If Repeat BP still > 160/100 BUT < 180/110** – Task duty clinician.

**Blood pressure > 180/110 mmHg**

- **If patient has** headaches / blurred vision/ chest pain / palpitations/ dizzy on standing up – Call **999** + Inform Jason or GP or Duty Clinician.
- **If no symptoms** -> Advice to sit and relax for at least 10 minutes and repeat Blood Pressure (Ignore the previous reading)
- If **Repeat BP < 140/90mmHg (Normal)** – No Further action.
- If **Repeat BP > 140/90mmHg but < 160/100** – Print Home BP monitoring diary from patient record, Advice to get a home BP machine and bring in a week's readings – The readings go to HCA for calculating average BP and send task to clinician.
- **If Repeat BP still > 160/100 BUT < 180/110** – Task duty clinician + Print Home BP monitoring diary + Advice to get a home BP machine and bring in readings.
- **If Repeat BP still > 180/110** – Phone/Instant message Jason/duty clinician.