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Change history

Version	Valid and binding as of	Description, comments (by author)	Author's initials
3.1	01.07.2021	▪ Explanations regarding Information for healthcare professionals, chap. 1.2 and explanations regarding Patient information Part A, chap. 1.2: Clarification of the dosage recommendations for applications according to Art. 14 para. 1 letter a$^{bis\text{-}quater}$ TPA ▪ Explanation regarding Information for healthcare professionals, chap. 1.5 and explanations regarding Patient information Parts A, B and C, chap. 1.6 of each: Reference added to the Narcotics Control Ordinance (BetmKV) ▪ Explanations regarding Information for healthcare professionals, chap. 2.4/chap. 2.5: The notes on the indications of herbal and complementary medicinal products have been moved from chapter 2.5 to chapter 2.4 ▪ Explanations regarding Information for healthcare professionals, chap. 2.5: The information on the special dosage instructions has been refined according to the extent of the examinations. The names for the paediatric group of infants and toddlers have been more closely aligned with ICH E11. ▪ Annex 3: Correction in decision tree to revised article numbers of the GMFO	jst, zsa, lod, stb, gra
3.0	01.11.2020	New main version with the following significant change: • Explanations regarding Information for healthcare professionals, chap. 2.4: If the medicinal product is indicated in combination with another medicinal product, the combination partner should be stated as an active substance and not as a trade name even in the case of biotechnological medicinal products. Further modifications • Explanations regarding Information for healthcare professionals, chap. 2.2.3. and explanations regarding Patient information: renumbering of articles owing to the GMFO revised with effect from 01.07.2020 • Explanations regarding Information for healthcare professionals, chap. 2.11: Further details concerning undesirable effects • Explanations regarding Information for healthcare professionals, chap. 2.11.2: Further details regarding terms to use when frequencies of undesirable effects are unknown • Explanations regarding Information for healthcare professionals, chap. 2.18: Identification of medicinal products according to Art. 26 para. 4 TPO. Explanations regarding Information for healthcare professionals, chap. 2.7: Further details on warnings to be used for excipients in accordance with Annex 3a TPLRO.	jst, stb, lod, zsa

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2.0	01.06.2020	New main version with major changes to the content and structure: • Fundamental revision taking into account the revised Therapeutic Products Act, closer alignment with international practice and clarifications in respect of language and content. • The requirements were formulated with the aim of promoting a consistent interpretation of the guidance document both internally and externally. • Structure and layout of the document were adapted accordingly.	lod, ber, zsa, blk, jua
1.4	01.01.2020	• Details concerning Information for healthcare professionals Section 2.18 hospital pack • Section A, chapter 2.1, 2.3, 2.8, 2.13: Supplement of fixed text for tax category of active substance according to art. 45, par.1 let. a and c TPO. • Section A, chapter 2.13: Supplement reference to hospital pack • Section B, chapter 2.12: Supplement reference to hospital pack • Section C, chapter 2.12: Supplement reference to hospital pack	dts, gra
1.3	24.06.2019	▪ Details concerning Information for healthcare professionals Section 2.2.2: Standard adult body weight and information that no further subtitles are to be added ▪ Information for healthcare professionals Section 2.18 and Patient information Part A Section 2.13 / Part B and C Section 2.12: Information concerning medical devices included in pack and supplementing fixed text for tax category E in the Patient information ▪ Section 2.16/ Shelf life: Fixed text adapted to TPLRO specification ▪ Annex 5 – decision tree for GMO labelling: Update of TPO legal framework (TPA2) ▪ Title/fixed text adapted to TPLRO specification in the explanations of the requirements for the package leaflet (“Patient information”)	dts, gra
1.2	21.01.2019	Part B, chapter 2.12: Tax category C and the corresponding text deleted.	dts
1.1	01.01.2019	▪ Section: "Black triangle and warning according to Art. 14a": TPLRO Further details on the autonomous removal of the black triangle after renewal of the authorisation ▪ Section: "Excipients of particular interest": - Further details on handling if criteria stated in Annex 3a TPLRO (Quantity and route of administration) are not fulfilled. - Further details on the declaration of flavours and fragrances (aromatics) with complex compositions ▪ New main section: "Explanations concerning the basic information for export" Annex 1: Further details on the autonomous modification of the "Date of revision of the text" section in connection with the applications for new variation types IA, IA_{IN} and IB	wph, dts
1.0	01.01.2019	Implementation of HMV4	dts

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1 Abbreviations

Ann.	Annex
Art.	Article
BAN	British Approved Name
CTFA	Cosmetic, Toiletry and Fragrance Association
DCI	Denominazione comune internazionale
DHA	Federal Department of Home Affairs
EDQM	European Directorate for the Quality of Medicines & HealthCare
GMFO	FDHA Ordinance of 27 May 2020 on Genetically Modified Foodstuffs (SR 817.022.51)
HMP	Human medicinal products
IHP	Information for healthcare professionals
INN	International Nonproprietary Name
KPTPO	Ordinance of 7 September 2018 of the Swiss Agency for Therapeutic Products on the Simplified Licensing of Complementary and Phytotherapeutic Products (Complementary and Phytotherapeutic Products Ordinance, KPTPO; SR 812.212.24)
para.	Paragraph
PI	Patient information
PM	Packaging materials = primary and secondary packaging and package leaflet
PMS	Postmarketing Surveillance
TPA	Federal Act of 15 December 2000 on Medicinal Products and Medical Devices (Therapeutic Products Act, SR 812.21)
TPO	Ordinance of 21 September 2018 on Therapeutic Products (Therapeutic Products Ordinance, TPO) (SR 812.212.21)
TPLO	Ordinance of the Swiss Agency for Therapeutic Products of 22 June 2006 on the Simplified Licensing of Therapeutic Products and the Authorisation of Therapeutic Products by the Notification Procedure (SR 812.212.23)
TPLRO	Ordinance of the Swiss Agency for Therapeutic Products of 9 November 2001 on the Licensing Requirements for Therapeutic Products (SR 812.212.22)
USAN	United States Adopted Name
WL	*Wegleitung* [guidance document]

2 Introduction and objective

This guidance document describes the requirements for product information for human medicinal products and is aimed primarily at administrative bodies. Swissmedic uses the guidance document as a resource for applying the legal provisions in a uniform and equitable manner. For applicants, the document is intended to clarify the specific requirements that must be fulfilled so that the product information texts can be processed as quickly and efficiently as possible.

3 Scope

The guidance document applies to medicinal product information texts (Information for healthcare professionals and Patient information) for human medicinal products, including complementary medicines, herbal medicinal products and radiopharmaceuticals. The requirements pertaining to packaging materials are described in WL *Packaging materials HMV4*.

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4 Legal framework

TPA

- **Art. 11 para. 2 no. 4** Information on the authorisation application
- **Art. 67 para. 1bis** Informing the general public

TPO

- **Art. 16** Principle
- **Art. 26** Language
- **Art. 27** GMO declaration
- **Art. 28** Updating the medicinal product information
- **Art. 29** Time of publication of the medicinal product information

TPLRO

- **Art. 13** Information for healthcare professionals
- **Art. 14** Package leaflet
- **Art. 14a** Medicinal products subject to additional monitoring and medicinal products with specially highlighted warnings
- **Art. 14b** Declaration of active substances and pharmaceutical excipients.
- **Art. 16** Exceptions
- **Art. 17** Transmission of texts to Swissmedic
- **Art. 23c** Transitional provisions
- **Ann. 1, 1a-c** Information and text on containers and packaging materials
- **Ann. 3** Requirements for the declaration of active substances and pharmaceutical excipients in human medicinal products
- **Ann. 4** Requirements for the Information for healthcare professionals for human medicinal products
- **Ann. 51 - 5.4** Requirements for the package leaflet / Patient information

KPTPO

- **Art. 26** Labelling and medicinal product information
- **Art. 34** Medicinal product information for Asian medicines with no indication
- **Art. 42** Teas
- **Art. 43** Cough and throat lozenges and pastilles
- **Art. 44** Homeopathic and anthroposophic medicinal products with no indication and medicinal products for gemmotherapy with no indication
- **Art. 45** Asian medicines with no indication

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Notes on the Information for healthcare professionals

This part of the guidance document explains the requirements and provisions for the preparation of the Information for healthcare professionals.
For particular aspects relating to radiopharmaceuticals see Ann. 4 *Special requirements for the Information for healthcare professionals for radiopharmaceuticals*.

1 General requirements

1.1 Template for preparing the Information for healthcare professionals

The templates (Word files) for preparing the Information for healthcare professionals available on the Swissmedic website should be used, taking into account the Guidance document *Formal requirements HMV4*.

1.2 Requirements for specific medicinal product groups and procedures

For specific medicinal product groups and procedures (e.g. biosimilars, applications in the procedure according to Art. 13 TPA, Art. 14 para. 1 let. a$^{bis-quater}$ TPA, temporary authorisation procedure, parallel import), the corresponding specification documents should be taken into account.

The following applies to applications adopting the procedure according to Art. 14 para. 1 a$^{bis-quater}$ TPA: The dosage recommendation must be feasible with the medicinal products authorised in Switzerland, otherwise the medicinal product submitted cannot be authorised. If further medicinal products are required in order to implement the dosage recommendation, the following passage must be added to the product information at the appropriate places: “This dosage cannot be implemented with [NAME OF MEDICINAL PRODUCT CONCERNED BY THE AUTHORISATION APPLICATION]. The dosage recommendation must be implemented using other preparations with active substance XY that are authorised and approved in Switzerland.”

1.3 Language

The Information for healthcare professionals must be drafted in the three official languages (Art. 26 TPO). The manuscript of the Information for healthcare professionals should be submitted to Swissmedic for review in the correspondence language. The authorisation holder is responsible for the translation into the two other official languages.

1.4 Black triangle and warning according to Art. 14a TPLRO

Medicinal products subject to additional monitoring according to Art. 14a para. 1 TPLRO must be identified by the inclusion of an equal-sided black inverted triangle with sides measuring at least 5 mm and proportional to the font size (Ann. 4 no. 1 para. 7 TPLRO). The black triangle should be followed by the statements specified in Art. 14a para. 1 and 2 TPLRO which, according to Ann. 4 no. 1 para. 7 TPLRO, should be placed immediately before the first section "Name of the medicinal product".

Specimen:

▼ This medicinal product is subject to additional monitoring. This will allow quick identification of new safety information. Healthcare professionals are asked to report any suspected new or serious adverse reactions. See the "Undesirable effects" section for advice on the reporting of adverse reactions.

The obligation to display the black triangle and corresponding statements as per Art. 14a para. 1 and 2 TPLRO exists until the authorisation is renewed, unless Swissmedic orders the obligation to be extended for safety reasons (Art. 14a para. 3 TPLRO). Unless Swissmedic decides otherwise, the authorisation holder can, on its own responsibility, remove the black triangle and corresponding texts from the product information after the renewal of the authorisation has been officially approved.

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1.5 Note on narcotics

The text "*Subject to the Federal Act on Narcotics and Psychotropic Substances*" must be included in order to identify medicinal products containing narcotics in List a or d according to Art. 3 of the Narcotics Control Ordinance (NarcCO) (Art. 56, para. 2 NarcCO). The text should be placed immediately after the first section "Name of the medicinal product".

1.6 Boxed warnings

Swissmedic can order the inclusion of specially highlighted warnings in the product information if this is required for the safe use of the medicinal product (Art. 14a para. 4 TPLRO).

1.7 International guidelines

Regarding aspects that are not explicitly regulated in this guidance document, Swissmedic is guided in particular by the prevailing requirements of the EMA and the U.S. FDA.

2 Notes on the individual sections

2.1 Name of the medicinal product

The name of the medicinal product must not be contrary to public order or decency, misleading or conducive to mix-ups (Art. 9 para. 4 TPO). The requirements of the guidance document *Medicinal product name HMV4* should be observed.

2.2 Composition

2.2.1 Active substances

General requirements

The full qualitative composition of active substances must be declared in this section: the quantitative active substance declaration is entered in the section "Pharmaceutical form and active substance quantity/quantities per unit").

The following priorities apply to the naming of active substances: the international nonproprietary name (DCI/INN) approved by the World Health Organisation (WHO), the name according to the European Pharmacopoeia (Ph.Eur.), the name according to the Swiss Pharmacopoeia (Ph.Helv.), the name according to other pharmacopoeias, internationally recognised names (e.g. USAN, BAN, CTFA, etc.), generally recognised or commonly used abbreviated designations, scientific (systematic) names. By contrast, trade names or abbreviations should not be used. The name must be stated in the respective official language or in Latin.

Synthetic active substances

If applicable, the salt form and/or the hydrate status should be stated for synthetic active substances.

Examples:

- Imatinib as imatinib mesylate
- Naproxen as naproxen sodium
- Cysteine as cysteine hydrochloride monohydrate

If lidocaine or other local anaesthetics are present in pharmacologically active concentrations, these must be declared as active substances. Important information on these active substances must also be stated in the relevant sections (e.g. "Contraindications", "Warnings and precautions", etc.). Cross-references to other medicinal product information texts are not permitted, the information on the relevant active substance must be integrated directly.

Biological active substances

For biological active substances, the source material should be stated (e.g. human plasma, horse urine, cell line for biotechnologicals)

Herbal active substances

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For herbal substances and herbal preparations, the botanical name of the primary plant and the plant part used must be stated (e.g. *Valerianae officinalis* L. *s.l.,* radix).
For herbal extracts, the extraction solvent and – apart from standardised extracts - the native drug-extract ratio should be stated.
Examples:

- Powdered valerian root (*Valeriana officinalis* L. *s.l.*, radix)
- Dry extract of valerian root (*Valeriana officinalis* L. *s.l.*, radix), drug-extract ratio 3 - 6 :1, extraction solvent ethanol 70% V/V
- Tincture of valerian root (*Valeriana officinalis* L. *s.l.*, radix), drug-extract ratio 1: 4.0 - 4.5, extraction solvent ethanol 70 % V/V

Active substances in anthroposophic and homeopathic medicinal products

The active substances should be listed in accordance with the requirements stated in the guidance document "Authorisation of homeopathics, anthroposophics and other complementary medicinal products HMV4" and in accordance with Ann. 1a no. 1, para. 1 let. e, nos. 1 and 2, and Ann. 1a para. 2 and 3 TPLRO.

Active substances in Asian medicines

Asian active substances should be listed in accordance with the requirements of Ann. 1b TPLRO, with the pharmaceutical name and the name commonly used in the relevant field (e.g. Pin-Yin name for Chinese medicines).

2.2.2 Excipients of particular interest (quantitative) and other excipients (qualitative)

In this section the full composition of pharmaceutical excipients of particular interest according to Ann. 3a TPLRO must be declared quantitatively and the other excipients qualitatively. The list of excipients of particular interest according to Ann. 3a TPLRO is published on the Swissmedic website. If the route of administration stated in Annex 3a TPLRO does not apply, or if the content is below the threshold stated in this Annex, the relevant constituent is considered to be a normal excipient rather than an excipient of particular interest. Unless otherwise stated, the thresholds are the maximum daily dose in each case (a standard body weight of 70 kg can be assumed for adults).

Excipients are considered to be all the constituents of a medicinal product apart from the active substances and the packaging materials. This also includes, in particular, the constituents of coatings and capsule shells for solid pharmaceutical forms, carrier materials for plasters and transdermal systems, acids and bases for pH adjustment, constituents of printing inks for imprints and constituents in active substance premixes or active substance dilutions. On the other hand, the following are not considered to be excipients: residues from the production process, impurities, residual solvents and degradation products. For homeopathic and anthroposophic medicinal products, the vehicles and other substances used during manufacture/potentisation are considered to be excipients if they account for at least 1% of the finished product or if information about them is required according to Annex 3a TPLRO. Otherwise, declaration remains compulsory regardless of the quantity contained.

The individual substances in excipient mixtures should always be stated. By way of exception, combined flavouring agents and aromatic substances (e.g. "raspberry flavour" or "citrus scent") may be stated overall, although any of their included excipients of particular interest according to Ann. 3a TPLRO must be declared specifically, at least in qualitative terms – e.g. “citrus scent (contains chlorocresol, citral and citronellol)”. Any known primary ingredients should also be specified.

The following priorities apply to the naming of excipients: the international nonproprietary name (DCI/INN) approved by the World Health Organisation (WHO), the name according to the European Pharmacopoeia (Ph.Eur.), the name according to the Swiss Pharmacopoeia (Ph.Helv.), the name according to other pharmacopoeias, internationally recognised names (e.g. USAN, BAN, CTFA, etc.), generally recognised or commonly used abbreviated designations, scientific (systematic) names. By

contrast, trade names or abbreviations should not be used. The name must be stated in the respective official Swiss language or in Latin.

For the excipients listed in Ann. 3a of TPLRO, the E numbers (from the list of food additives authorised in the European Union and Switzerland) must also be stated if these are present. For all other excipients, adding the corresponding E number is recommended.

For medicinal products with an alcohol content greater than 100 mg per single dose, the alcohol content should be stated as a percentage by volume (% V/V).

For synthetic excipients too, if applicable, the salt form and/or the hydrate status should be stated, while the source material should be stated for biological excipients.

The “Excipients” item in the “Compositions” section of the Information for healthcare professionals must not be further subdivided, e.g. “Excipients of particular interest” or “Other ingredients with a known effect”.

Negative declaration

Negative declarations such as "without lactose/lactose-free", "without gluten/gluten-free", "without preservatives", "without gelatine/gelatine-free", "without flavourings/flavouring-free", "without fragrance", "without alcohol/alcohol-free", "without sugar/sugar-free", "without bisulphite", etc. are not permitted. This also applies to medicinal products that are authorised in one form with and one form without, e.g. preservatives.

Energy value

Any information on the energy value should be listed under Composition. A statement concerning "…g of utilisable carbohydrates per single dose" should appear only as of a content of >5 g per single dose and should include instructions for diabetics. If this statement is included even for a lower content of utilisable carbohydrates, it should be added that the medicinal product is also suitable for diabetics.

Kind to teeth / tooth-friendly

The description "kind to teeth" or "tooth-friendly" must be substantiated by corresponding data (see guidance document *Packaging for human medicinal products HMV4*).

2.2.3 Substances from genetically modified organisms

As regards the GMO declaration, a distinction is made depending on whether a constituent is a GMO per se (e.g. an attenuated virus or a bacterium), or whether active substances or excipients were manufactured and isolated from a GMO.

If genetically-modified organisms per se are included in a medicinal product as an active substance or excipient, this must be declared, in accordance with Art. 27 para. 2 TPO, with the statement "contains genetically-modified X" or "consists of genetically-modified X". The nature of the genetically modified organism (GMO) and the genetic modification must be stated.

If a medicinal product contains active substances or excipients manufactured from GMO this must be declared in accordance with Art. 27 para. 3 TPO in conjunction with Art. 8 GMFO.

Art. 8 para. 1 GMFO regulates the statement to be used for labelling: "manufactured from genetically modified X" (X = name of the genetically modified organism).

Art. 8 para. 4 GMFO stipulates that this statement should be placed in brackets directly after the relevant substance. A statement with (*) as a footnote in the same font size following the declaration of ingredients is likewise acceptable.

Art. 8 para. 9 GMFO specifies that no other statement is permitted.

Exempt from this labelling obligation are active substances and excipients which, although obtained from genetically modified microorganisms, have been separated from the organisms and purified and

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are chemically definable, and have been manufactured in contained systems per the Containment Ordinance (ContainO; SR 814.912) (in accordance with Art. 8 para. 8 GMFO). Also not affected by the GMO labelling obligation are substances from GMO whose content, relative to the individual excipient or active substance (not relative to the total quantity of the medicinal product) ≤ 0.9 % (m/m), and for which it is confirmed that appropriate measures have been taken to avoid the presence of such materials (in accordance with Art. 8 para. 7 GMFO).

A decision tree on the labelling of GMO can be found in Ann. 5.

2.3 Pharmaceutical form and active substance quantity/quantities per unit

The pharmaceutical form and active substance quantity per unit should be stated in this section. The active substance quantity must correspond with that stated in section 5 "Dosage/Administration".

The pharmaceutical form must be described in accordance with the EDQM "Standard Terms" for *Pharmaceutical Dose Forms*. These entries must correspond with those in the quality-related documentation.

For injectables, the total quantity of the active substance per container, total volume of the container, concentration of the active substance and administration route (e.g. subcutaneous (s.c.), intravenous (i.v.), intramuscular (i.m.), intrathecal (i.th.) should be stated. The quantities, volumes and concentrations should be stated in units of measurement that are commonly used internationally (e.g. mg, ml and mg/ml). The concentrations of electrolytes should be stated in mmol.

For transdermal plasters, the content of active substance per plaster, the average quantity released over time and the size of the releasing surface area should be stated.

While information on the appearance of the pharmaceutical form are optional, if included it must also appear in the Patient information.

If a tablet is divisible and has to be divided for dosing purposes, this must be mentioned. If the tablet has a score line for division for easier administration, but the divisibility for administering a partial dose is not proven, or if the tablet merely has a decorative line that cannot be used at all for its division, a corresponding comment should be included in the "Dosage / Administration" section (see details in the "Packs" section).

2.4 Indications/Uses

The indication should be worded concisely and must be substantiated by the results of the clinical trials. The disease entity, therapeutic purpose (e.g. symptomatic, disease-modifying, preventive) and the target population should be clearly defined. If the target population is characterised by specific molecular markers, e.g. gene mutations, these should be listed. Details about study endpoints are not part of the indication.
If the medicinal product is indicated in combination with another medicinal product, the combination partner should be stated as an active substance and not as a trade name (applies to all sections of the Information for healthcare professionals). The combination with other therapeutic measures, e.g. dietary measures, should be specified.
The statement concerning administration in combination with specific diagnostic measures, e.g. validated in-vitro diagnostics for biomarkers, should usually be included in the "Dosage/Administration" section.
For statements on administration to neonates, toddlers, children and adolescents, the lower age limit at least must be stated, or the relevant age categories should be specified.
Statements relating to limited long-term experience or use in special populations should be included in the "Dosage / Administration" section.
If no clinically controlled evidence of efficacy exists for a herbal medicinal product, its traditional use must be mentioned in the indications text.

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For complementary medicinal products whose indication has been determined by demonstrating the school of therapy, the indications text must state this school.

2.5 Dosage/Administration

The specific preconditions for administration should appear first in this section (e.g. to be administered by specialist healthcare professionals, need for patients to be informed by professionals, administration under hospital conditions, readiness for emergency measures).

For biotechnological medicinal products, statements about substitution or about the exclusive validity of the Information for healthcare professionals and Patient information only for the respective medicinal product are not acceptable.

In the case of biotechnological medicinal products, the following sentence should be included at the end of the general introduction: *"To ensure traceability of biotechnological medicinal products, it is recommended that the trade name and batch number should be documented for each treatment."*

For medicinal products without long-term experience beyond a year, a corresponding remark specifying the maximum exposure period in the authorisation studies may be needed.

If the product was administered in authorisation studies in combination with specific diagnostic measures, e.g. *in vitro* diagnostics for biomarkers, a reference to corresponding validated diagnostic methods should be included here if clinically relevant information is expected as a result. The trade name of the test should not be mentioned here but can be mentioned in the "Properties/Effects" section in the description of the studies. For further information (e.g. on efficacy in relation to a biomarker), a reference to the description of the clinical studies should be included in the "Properties/Effects" section. The specific test/s used in the pivotal study/studies (e.g. the trade name) can be mentioned in the "Properties/Effects" section in the description of the study/studies.

If premedication was administered in the authorisation studies in order to attenuate known adverse effects (e.g. emesis, infusion reactions), corresponding recommendations should be added here.

The following information should be included on dosage or administration (where applicable and known):

- Recommended dosage for each indication and administration route, If the same dosage is stated for several indications, these can be combined. The following should be stated: maximum single and/or daily dose, dosage based on body weight or body surface area, dosing intervals, duration of treatment, dose titration and corresponding procedure, need for a gradual dose reduction on discontinuation and corresponding procedure. Abbreviations such as OD or BID are not permitted for stating the frequency of administration.
- Instructions on correct administration ("Mode of administration"). Remarks on score line or decorative line. Details concerning the timing of administration, e.g. "fasting", "before/during the meal" (stating the time) or "independently of meals".
- Recommendations on repeated treatment cycles, stating the duration of the interval between treatment cycles.
- Dosage adjustments as a result of:
  - Interactions
  - Adverse drug reactions
- For paediatric use, see below
- Special dosage instructions, even if no investigations performed, for:
  - Patients with hepatic disorders
  - Patients with renal disorders
  - Elderly patients

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- Special dosage instructions, only if investigated, for:
  - Patients with other underlying disorders
  - Special patient groups (e.g. ethnic origin, gender, older patients, genotype)

Paediatrics
The "Dosage/Administration" section must contain full information on dosages in paediatrics. If no information is available for an age category, this fact should be noted.

The age group classification is based on the definitions in the ICH Guideline "Clinical Investigation of Medicinal Products in the Pediatric Population E11":

Preterm newborn infants: < 36th week of pregnancy
Term newborn infants: 0–27 days
Infants and toddlers: 28 days–23 months
Children: 2–11 years
Adolescents: 12–18 years
Adults: from 18 years

The stated age categories may be combined on a case-by-case basis. If the dosage recommendations for paediatric and adult patients are identical, a statement to this effect is sufficient.

Examples of text variants (to be stated for each age category):

"The safety and efficacy in (paediatrics) or (children and adolescents) or (patients under xx years) have not been demonstrated"
"The available data can be found in the "Properties/Effects" or "Pharmacokinetics" sections. Consequently, no dosage recommendation can be derived from the data."
"The use of this medicine in this(these) age group(s) is not recommended/is contraindicated/no dosage recommendation can be stated."
"XY is not indicated in paediatrics."
"XY is not used in paediatrics"
If there are safety concerns in relation to possible off-label use in a particular age category, a contraindication should be considered.

If a suitable pharmaceutical form is not available for the dosage recommendation, further information on preparation should be included in the "Other information" section (this information must be substantiated).

If information is not yet available on paediatric administration, a corresponding statement should be included under "Special dosage instructions".

2.6 Contraindications

Situations in which the medicinal product may not be administered due to definite safety concerns should be described here. Contraindications are generally based on clinical and/or preclinical data. Purely theoretical risks do not justify a contraindication. The information that is clinically most important should be listed first. The section must be complete, i.e. explicit formulations mentioned elsewhere, such as "may not be used", must additionally be stated under "Contraindications". The following information, where applicable and known, should be included in this section:

- If at-risk populations for whom administration of the medicinal product is out of the question have been excluded from clinical studies due to safety concerns, these populations should be contraindicated. The lack of data on its own, without pre-existing concerns, does not justify a contraindication.
- References to hypersensitivity to the active substance, active substance class, any of the excipients or other constituents used in the product (e.g. latex contamination in the case of prefilled syringes) or contamination from the manufacturing process. In the event of

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hypersensitivity to herbal substances or herbal preparations, products made from plants in the same family, and for which a cross-reaction would be expected, should also be contraindicated.
- Listing of the individual contraindications is preferable to a list as running text. The active substance-specific contraindications should be stated first, while general hypersensitivities to excipients or other constituents of the medicinal product (e.g. latex) should only appear at the end.

2.7 Warnings and precautions

Risks, at-risk populations and corresponding precautions should be structured thematically, and the clinically most important information should be prioritised in first place. This particularly applies to serious adverse reactions, including fatalities. The section can be structured with subsections. For further detailed information on the described risks, e.g. on frequency in clinical studies, reference can be made to the "Undesirable effects" section.

In the at-risk situations described here, the medicinal product can be used in principle, provided the precautions are observed. Contraindications should not be repeated.

On the other hand, adverse reactions mentioned in the "Undesirable effects" section should be listed here.

Particular attention should be paid to the following points:

- Availability of emergency equipment for dealing with hypersensitivity reactions / anaphylaxis, serious adverse reactions on first use,
- Rebound effects on discontinuation of the medicinal product,
- Therapeutic drug monitoring,
- Risks associated with transmissible diseases,
- Clinically significant interferences with laboratory tests,
- In addition to the information under "Dosage/Administration", specific potential at-risk populations in whom the medicinal product has not been investigated, or for whom limited data are available, should be mentioned here.
- Any information for the paediatric population should be included in a separate section.
- If the treatment of certain at-risk populations with non-prescription medicinal products is indicated only under medical supervision, this fact should be mentioned in this section.
- Drug interactions that are particularly important clinically should be highlighted here, in addition to corresponding statements under "Interactions".

For medicinal products with a narrow therapeutic index, the following statement should be included: *"Caution is indicated when switching the treatment to a different pharmaceutical form and/or a different medicinal product with the same active substance. The patient should be monitored appropriately."*

If a medicinal product contains excipients of particular interest according to Ann. 3a TPLRO, the corresponding statements should be included here. In some cases, the "Comments" column in Ann. 3a TPLRO contains contraindications or warnings, which should be included appropriately in the corresponding section. In other cases the texts to be used are based on the corresponding texts specified for the package leaflet in Annex 3a TPLRO. Additional statements can also be stipulated for other sections. Texts that relate to specific patient groups should be included only if they are relevant (i.e. if no contraindication exists for the relevant patient group).

Swissmedic can order the inclusion of specially highlighted warnings (e.g. bold font or framing) in the product information, if this is required for the safe use of the medicinal product (Art. 14a para. 4 TPLRO) (see "Boxed warnings" section under "General requirements").

2.8 Interactions

This section describes the potential for interactions with other active substances or with certain foods, drinks and tobacco products or diagnostic tests. Both pharmacokinetic and pharmacodynamic interactions should be listed.

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All data on the interaction potential recorded experimentally *in vitro* and *in vivo* should be stated. In addition to experimentally investigated interactions, clinically relevant interactions that are theoretically expected should also be stated. Furthermore, comments on group effects and missing interaction studies should be mentioned.
As a rule, the information in this section should be summarised as clearly as possible. In this connection, the structure described below is recommended (see also Annex 4). However, deviations from this recommendation may be appropriate in certain cases.

The section should start with a description of the interaction potential of each active substance in a medicinal product from the mechanistic standpoint. This description should reflect the *in vivo* and *in vitro* data and include the following information:

- Interaction mechanism
- Intensity and duration of the interaction
- Clinical relevance or, for *in vitro* data, an assessment of the *in vivo* interaction risk
- Recommendations for required measures
- If applicable: Information on the manifestation of the interaction and recommendations for required measures in specific populations (e.g. paediatric or geriatric patients, carriers of certain enzyme polymorphisms)

Interactions of considerable clinical relevance (contraindications, joint use not recommended) should in each case be stated first.

In the case of product combinations, the mechanism and strength of the interactions for the individual active substances should be stated first. On the other hand, recommendations for required measures should be stated for all active substances in the combination.

The results of all clinical interaction studies, as well as interactions that are clinically relevant and are theoretically to be expected, must be then be stated along with the active substances concerned. Where large amounts of data are included, it is advisable to tabulate them. The study results should be presented in terms of the geometric means of the pharmacokinetic parameters with/without interaction partners, with 90% confidence intervals. In addition, a recommendation for use for the specific medicinal product combination should be stated.

2.9 Pregnancy, lactation

This section is intended to provide healthcare professionals with the information needed to enable them to advise on a possible risk to the unborn infant or neonate if a woman

- may become pregnant, or is planning a pregnancy, during treatment, incl. recommendations on contraception and the duration of contraception
- has become pregnant during treatment
- requires treatment during pregnancy, or
- has to make a decision about breastfeeding.

The Swiss requirements are based on the Guideline on Risk Assessment of Medicinal Products on Human Reproduction and Lactation: From Data to Labelling (EMEA/CHMP/203927/2005) and the associated Appendix 3 with EMA text modules.

The following information, if known, should be stated:

- Concise description of the data from clinical experience and/or epidemiological studies and conclusions from preclinical reproduction studies. Detailed information on the animal reproduction studies (e.g. on species, doses, findings) should be provided in the "Preclinical data" section.
- Evaluation of the risks during pregnancy, for each trimester, if indicated, and the birth process (if a risk exists for this latter phase). Data from animal studies and clinical experience should be taken into account.
- Measures in the event of unforeseen exposure.

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- Recommendations for use in women of childbearing age.
- If oncology products are used, the FDA Guideline "Oncology Pharmaceuticals: Reproductive Toxicity Testing and Labeling Recommendations" should also be consulted.
- As regards breastfeeding, the concentration of the parent substance and any metabolites in the breast milk should be stated.

The "Fertility" subsection should include the following:

a) clinical data, where available
b) relevant conclusions from preclinical trials, where available. Further information should be included in the "Preclinical data" section.
c) Recommendations on the use of the medicinal product when a pregnancy is planned, but fertility may be impaired by the treatment.

If no fertility data are available, this fact should be stated in this section.

2.10 Effects on ability to drive and use machines

One of the following texts should be used depending on the situation:

- "No corresponding studies have been performed."
- "xy has no (alternatively: negligible) influence on the ability to drive and use machines."
- "xy has a minor (alternatively: moderate) influence on the ability to drive and use machines."
- "xy has a major influence on the ability to drive and use machines."
- "No corresponding studies have been performed."
- "Not applicable." (is permitted only in those cases in which the driving of vehicles or operation of machines can be ruled out)

If an influence exists, this must be described, and further specific warnings and precautions should be included accordingly.

If corresponding relevant adverse reactions occur during the administration of a medicinal product, e.g. dizziness, nausea, visual problems (etc.), a corresponding statement must always be included in this section.

2.11 Undesirable effects

Undesirable effects are events that occur during treatment that can be differentiated from the symptoms of the underlying illness and for which a causal relationship with the administration of the medicinal products is considered to be plausible in the light of a systematic analysis based on all available data (e.g. clinical trials, epidemiological studies, post-marketing phase, spontaneous reports). The causality analysis must be plausible in respect of the submitted documentation. Important aspects are differences in frequency vs. placebo in double-blind, randomised studies, causality analysis of individual cases and reports from spontaneous reporting. A frequency threshold for the events observed in clinical trials (e.g. >3%) does not count as an argument for a causal relationship and is not suitable for identifying adverse reactions.

2.11.1 Summary of the safety profile

The profile of adverse drug reactions should be described in general terms, stating the source of the data. The most common and most serious adverse reactions should be described, together with their frequencies.
Details of theoretically possible class effects, even for adverse drug reactions that have not yet been observed for the product itself, should be listed.
Differing profiles in various indications (e.g. oncological and non-oncological indications) should be listed if this is relevant for use. This may be useful particularly if differing doses or administration routes are used. Ensure that the information is clearly presented.

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2.11.2 List of adverse reactions

The adverse reactions should be arranged according to the internationally agreed order of system organ classes (SOCs) according to the "Medical Dictionary for Regulatory Activities (MedDRA®)" and in declining frequency categories:

"Very common" (≥1/10)
"common" (≥1/100, <1/10),
"uncommon" (≥1/1000, <1/100)
"rare" (≥1/10,000, <1/1000)
"very rare" (<1/10,000).

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System organ classes without any content should not be listed. The subtitle "General disorders and administration site conditions" can be subdivided into solutions for injection and infusions. "Administration site conditions" can be omitted for oral medication. If topical application is involved, the administration site conditions should be assigned to the corresponding organ system, e.g. skin for dermatological agents and respiratory tract for asthma preparations.

Laboratory results should generally be listed in the corresponding system organ classes, not under "Investigations" (e.g. elevated liver enzymes should be listed under "Hepatobiliary disorders"). Any interferences with laboratory tests can be mentioned under "Investigations" (e.g. falsification of coagulation parameters).

For combination medicinal products, the adverse drug reactions observed during treatment with this combination and also with the individual substances (in the highest observed frequency) should be presented.

In the section "Description of specific adverse reactions and additional information", details about which active substance is responsible for individual adverse reactions may also be included if this constitutes clinically relevant information.

Percentages should be stated for very common adverse reactions if this is considered to be relevant for use.

The serious adverse reactions should be mentioned first within a frequency category. Wherever possible, the frequencies should be estimated on the basis of pooled data in order to make them more meaningful. If divergent frequency estimates are determined from differing data sources, the highest frequency in each case should be stated. In general, the frequencies of adverse reactions should be stated at the "Preferred Term" level. The frequencies from clinical trials should not be cancelled out by post-marketing surveillance (PMS) data since clinical trials generally provide more reliable estimates in terms of frequency. PMS figures should be listed only if corresponding adverse drug reactions have not already been listed. The number of spontaneous reports should not be stated, since this quickly becomes out of date. Frequencies based on the reporting rates for a spontaneous reporting system should not be used for the allocation to the frequency category. If a valid estimation of frequency is not possible, the designation "not known" may be stated in exceptional cases. If the expression "Frequency not known" is used, the following text can be included in the list of terms explaining the frequency categories: "not known" (frequency cannot be estimated from the available data)". The expressions "isolated cases"/"isolated reports" should not be used. Adverse reactions from post-marketing surveillance should be integrated in the list and identified as such. Rare class effects that have not yet been observed for the specific medicinal product, but which are likely based on the common mechanism of action, should also be integrated in the list of adverse reactions and identified as such.
Adverse reactions can be listed as text or in a table.

Multiple lists should be chosen only in justified exceptional cases (e.g. oncological and non-oncological indications, distinctly different safety profiles in various target populations such as adults and children). Only in justified exceptional cases may listed adverse reactions be compared to placebo or to a comparator medicinal product or treatment regimen used in clinical trials (named as the active ingredient only), and then only if this results in clinically relevant information (e.g. in the event of clear toxicity differences of various cancer regimens). Potential promotional statements are not permitted.

2.11.3 Description of specific adverse reactions and additional information

All other clinically relevant additional information on adverse reactions, particularly serious adverse reactions and class effects, can be described here. Basically, all the adverse reactions addressed in this section should be included in the list of adverse reactions, if necessary with additional specific details including, for example, safety-related information on secondary pharmacology studies (e.g. QT studies).

If applicable, statements on immunogenicity should also be mentioned here, particularly on the frequency of anti-drug antibodies and on the effects on the safety and efficacy of the medicinal product.

A subsection on "Undesirable effects from the post-marketing phase" is useful only if important adverse drug reactions have occurred after market launch that were not observed in clinical trials due to the low number of cases investigated. However, these must also be included in the above-mentioned list. These can be described in detail in the "Warnings and precautions" section.

Redundant information on the summary description of the safety profile at the start of the section or on "Warnings and precautions" should be avoided and is permitted only in justified cases.

2.11.4 Paediatric population

If paediatric safety data are available, the safety profile for children and adolescents should be described in an additional "Paediatric population" section. If the safety profile is comparable with that for the adult population, a corresponding statement is sufficient.

2.11.5 Other specific populations

If available, clinically relevant information on deviating safety profiles for other specific populations (e.g. elderly patients, patients with hepatic or renal insufficiency, at-risk patients with certain genetic variants) can be listed in a further "Specific populations" section.

2.11.6 Statement on the reporting of adverse reactions

The "Undesirable effects" section must conclude with the following statements:
"Reporting suspected adverse reactions after authorisation of the medicinal product is very important. It allows continued monitoring of the benefit/risk balance of the medicinal product. Healthcare professionals are asked to report any suspected adverse reactions online via the ElViS portal (Electronic Vigilance System). You can obtain information about this at www.swissmedic.ch."

Multiple lists should be chosen only in justified exceptional cases (e.g. oncological and non-oncological indications, distinctly different safety profiles in various target populations such as adults and children).

2.12 Overdose

The following information should be stated:

- If applicable, use the following text: "No cases of overdose have been reported".
- If available, experience with very dosages from phase I studies can be described.
- If known, symptoms of overdose and important recommended actions, such as non-specific and/or specific treatment for acute and chronic intoxications (incl. details on the antidote) should be stated.

2.13 Properties/Effects

This section contains a brief description of the mechanism of action, insofar as this is known, and a concise presentation of the efficacy data from the submitted, pivotal clinical trials. The safety data should be described in the "Undesirable effects" section. Information taken from textbooks should be avoided. The section should be structured as follows:

2.13.1 ATC Code

The ATC Code according to the WHO classification should be stated, if known.

2.13.2 Mechanism of action/Pharmacodynamics

The separate subsections "Mechanism of action" and "Pharmacodynamics" can also be merged if this is more expedient for presenting the information.
The information on the properties of the active substance or the active substance combination and their mechanism of action should be limited to the clinically relevant aspects and must be

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accompanied by corresponding qualitative preclinical and/or clinical data. Only those pharmacodynamic effects that are relevant for the authorised indications or important for an understanding of adverse reactions should be described. A clear distinction should be made between experimental findings and proven therapeutic effects in humans.
Safety-related secondary pharmacology studies (e.g. QT studies) should be listed in the "Undesirable effects" section.

For herbal medicinal products with traditional use, it must be pointed out that the use of the medicinal product in the stated indication is based solely on its traditional use.

For complementary medicinal products whose indication has been determined by demonstrating the school of therapy the principles, a note must be added to the effect that the principles of such a school (and an understanding thereof) must be borne in mind.

Promotional statements and comparisons with other active substances should be avoided.

2.13.3 Clinical efficacy

The important data from the clinical trials presented to demonstrate efficacy should be mentioned (e.g. characteristics of the patient population, effect size, statistics; as regards the combination with in-vitro diagnostics, see "Indication" and "Dosage/Administration"). Data from studies for non-approved indications may not be presented. The text should be concise, contain only clinically relevant statements and focus on the information that is important for the user. The information on efficacy should relate to the primary endpoint. If relevant, corresponding details can be added.

Secondary endpoints, if clinically relevant, statistically valid and substantiated by robust evidence, should be described without too much detail. Tables and graphs that do not provide any relevant additional information should be avoided. Redundant information from comparable studies should be provided only in summary form.

Only in justified exceptions may clinically relevant information on subgroups or post-hoc analyses be included, and then only if a clear statement on the limited significance of such analyses is added.

Promotional statements are not acceptable. Sentences such as *"XY was well tolerated and its efficacy was excellent"* are not acceptable.

Paediatrics

Clinically relevant results from paediatric studies should be included, provided the data are valid. This also applies to age groups that are not reflected in the "Indications" section. If the evidence is limited, this should be clearly stated. The safety data should be included in the "Undesirable effects" section. The information in the "Indications/Uses" and "Dosage/Administration" sections should not be contradictory and should be adapted if necessary. At least a reference to the studies described here should be included in these sections.

Temporary authorisation

The particular statements for temporarily authorised medicinal products are described in the guidance document *Temporary authorisation HMV4.*

2.14 Pharmacokinetics

General information on the prodrug, racemate, active metabolites, solubility, etc. should be provided here. If possible, information should be provided on linearity / non-linearity and on pharmacokinetic-pharmacodynamic connections. However, only the data that are relevant for the recommended dose and administration route should be stated.

The section should be subdivided into the following subsections (where applicable and known):

- **Absorption:** Complete or incomplete absorption, absolute and/or relative bioavailability, first-pass effect, T_{max}, effect of food, systemic availability after topical application
- **Distribution:** Plasma protein binding, volume of distribution, tissue and plasma concentrations, blood-CSF barrier

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- **Metabolism:** Extent of metabolism, metabolites and enzyme systems responsible (e.g. CYP450 isoenzymes, in vitro data; in vivo studies if applicable)
- **Elimination:** Elimination half-life, clearance, renally and extrarenally eliminated portions as percentages of the administered dose, elimination of the parent substance and the metabolites (if relevant)
- **Kinetics in specific patient groups:** Pharmacokinetics in special clinical situations such as age (children and older patients), gender, genetic polymorphisms, hepatic or renal insufficiency (stating the severity), smoker status, etc.
  Pharmacokinetic data in paediatric populations should be included, taking account of the dosage recommendations.

  The following age groups should be taken into consideration:

  Premature infants: *<36 weeks of pregnancy*
  Neonates: *0 - 27 days*
  Small children: *28 days–23 months*
  Children: *2–11 years*
  Adolescents: *12–18 years*

2.15 Preclinical data

Safety-related preclinical data should be presented in this section, including investigations on safety pharmacology, repeated dose toxicity, genotoxicity, carcinogenicity, reproductive toxicity and, if applicable, toxicity tests with juvenile animals. As regards the findings, the focus should be on adverse effects that were not observed in clinical trials, but that were seen in animals following clinically relevant exposure and that may be relevant for clinical use. Since data from clinical investigations are not usually available, studies – or the absence of such studies – on genotoxicity, carcinogenicity and reproductive toxicity should always be stated. The description of animal studies should include the species, duration of treatment, findings/target organs and safety margin (based on exposure).

If no safety-related findings were observed in non-clinical studies, the results should be briefly summarised.
Examples of text modules:

- Non-clinical data reveal no special hazard for humans based on conventional studies of safety pharmacology, repeated dose toxicity, genotoxicity, carcinogenicity and reproductive toxicity.
- Adverse effects were observed in preclinical studies only at exposures that were considered to be sufficiently above the maximum exposure in humans, suggesting that these are of little relevance to clinical use.

If a topical formulation has not undergone preclinical investigation, the following text module should be inserted: "No product-specific data that are relevant to safety of use are known."

For fixed-dose combinations, details of the individual active substances and the relevant investigations with the combination itself should both be stated.

Clinical data should not be described in this section. The safety-related risks described here should be reflected in the corresponding sections (e.g. "Contraindications", "Pregnancy/lactation").

2.16 Other information

This section should be subdivided into the following subsections. Subtitles such as "Incompatibilities" and "Effects on diagnostic methods" can be omitted if these are not relevant:

- **Incompatibilities**
  Physical or chemical incompatibilities. Depending on the situation for physical or chemical incompatibilities, one of the following text modules should be used:

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- "not applicable"
- "In the absence of compatibility studies, this medicinal product must not be mixed with other medicinal products."
- "This medicinal product may be mixed only with those medicinal products listed under Instructions for handling."

- **Effects on diagnostic methods**

- **Shelf life**
  Reference is made in this section to the expiry date, which must be shown on the packaging. The following statement should be included: *"Do not use this medicine after the expiry date marked as "EXP" on the pack.*

  Special information on the shelf life after opening, the in-use storage period for (freshly) prepared medicinal products or the shelf life after reconstitution must also be listed separately.

  Special information for parenterals

  After opening, without preservative:

  "The preparation does not contain a preservative. Chemical and physical in-use stability has been demonstrated for …… hours / …… days at …… °C. For microbiological reasons, the ready-to-use preparation should be used immediately after opening."

  After dilution / reconstitution, without preservative:

  "The diluted / reconstituted preparation for injection or infusion is not preserved. Chemical and physical in-use stability has been demonstrated for …… hours / …… days at …… °C. For microbiological reasons, the ready-to-use preparation should be used immediately after dilution / reconstitution." If this is not possible, in-use storage times and conditions are the responsibility of the user and should normally be no longer than 24 hr. at 2 - 8°C, unless the dilution/reconstitution has taken place in controlled and validated aseptic conditions."

  The ready-to-use parenteral preparation contains a preservative, is self-preserving or is a non-aqueous preparation and suitable for multiple dosing:

  "Chemical and physical in-use stability has been demonstrated for …… hours / …… days at …… °C. For microbiological reasons, the ready-to-use preparation should be used within …… (≤ 28) days at …… °C of opening / dilution / reconstitution. Any remaining quantity should be discarded after …… (≤ 28) days."

- **(Special) precautions for storage**
  The text must always include the warning regarding children (e.g. *"Keep out of the reach of children."*)
  The storage instruction is based on product-specific stability data. Depending on the situation, the following text modules should be included:
  - "Do not store above 25°C (or 30°C)."
  - "Store at room temperature (15-25°C)."
  - "Store at 15-30°C."
  - "Store in the refrigerator (2-8°C)."
  - "Store in the freezer (below -15°C)."
  - "Do not store in the refrigerator."
  - "Do not freeze."
  - "Store in the original packaging."
  - "Keep the container tightly closed."
  - "Keep the container in the outer carton in order to protect the contents from light (and/or moisture)."

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- "Shelf life after opening: xy months/days"

The storage instructions must be worded identically in the Information for healthcare professionals, Patient information and packaging texts.

- **Instructions for handling**

  For example, information on the correct preparation of medicinal products, particularly those for parenteral administration (dilution, solvent, route of administration); for cytostatic agents, refer to guidelines for cytostatic agents and measures in the event of extravasation (unless mentioned under "Warnings and precautions").

  If the handling of the medicinal product requires a long, detailed description or instructions for use (e.g. with pictures), this description can be included at the end of the Information for healthcare professionals, after the "Date of revision of the text" or, if necessary, on the package leaflet. A corresponding reference should be included in the "Other information" section. These instructions for use are designed to ensure that the medicinal product is handled correctly. Information that has already been mentioned in other sections (e.g.: dosage recommendations, warnings, undesirable effects, precautions for storage) may not be included here. The "CE" mark for medical devices or the term "medical device" is not permitted in Information for healthcare professionals.

2.17 Authorisation number.

Marketing authorisation number, followed by "Swissmedic" in brackets.

2.18 Packs

List the pack sizes authorised for each dosage strength (incl. details of the dispensing category).
If individual packs are not available on the market, the applicant may, on its own initiative, add the statement "currently not available on the market" in brackets after the respective pack(s).
For medicinal products that are intended to be used in hospitals only according to Art. 26 para. 4 TPO, the comment "To be used in hospitals only according to Art. 26 para. 4 TPO" should be added after the pack sizes.
If certain medicinal product pack sizes are delivered only to hospitals, the marketing authorisation holders may, on their own initiative, add the words “hospital pack” to relevant pack sizes.

Addition: "with score line/notch"

If the divisibility of the tablet for administering a partial dose is not proven, but the tablet can still be divided, a comment should be included in the "Dosage/Administration" section to the effect that the tablet may be divided at the score line only for easier administration, but not for administering a partial dose.

Addition: "divisible" or "with score line/notch, divisible"

This addition may be included only if the divisibility of the tablet for administering a partial dose is proven in the documentation on quality. No other comment may be added.

Addition: "Decorative line/notch"

If the tablet cannot be divided, but is provided with a (non-functional) line or notch, the addition "with decorative line/notch" should be used. A statement to the effect that the tablet may not be divided at the decorative line should be included in the "Dosage/Administration" section. Any medical devices included in the pack (applicators, alcohol wipes, etc.) must be listed here.

2.19 Marketing authorisation holder

State the company (with registered address as per the commercial register).
Stating the manufacturer is optional. If it is stated, it should appear after the "Marketing authorisation holder" under the separate title "Manufacturer". If all manufacturing steps (incl. quality controls) are carried out by the same company, this company can be listed as the manufacturer. If the

manufacturing steps are carried out by various companies, only the company stated as the manufacturer is allowed to issue the batch certificate.
If batch certificates are issued by several companies, either all or none of these should be listed.

2.20 Date of revision of the text

The "Date of revision of the text" is inserted when the texts have been checked by Swissmedic and generally corresponds to the date of the text review and not the date of text approval (see Appendix 1 for exceptions).

Ann. 1 explains when the "Date of revision of the text" is changed in the Information for healthcare professionals or Patient information.

For applications according to Art. 14 para. 1 let. a$^{bis\text{-}quater}$ TPA, the special requirements relating to the "Date of revision of the text" should be taken into account, per guidance document *Authorisation according to Art. 14 para. 1 let a$^{bis\text{-}quater}$ TPA HMV4*.

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Explanations concerning the basic information for export

According to Art. 22 para. 1 TPA, a ready-to-use medicinal product, whether pre-packaged or not, that is intended for export must be accompanied by appropriate basic medical and pharmaceutical information.

This basic information must satisfy the requirements applicable to an Information for healthcare professionals. Only adaptation: In the "Packs" section, the packs should be deleted, and the statement "Only intended for distribution abroad" added.

However, if no Information for healthcare professionals exists, the basic information must satisfy the requirements applicable to a Patient information (certain medicinal products in dispensing category D) or, in the absence of a PI, the requirements applicable to the outer packaging (all medicinal products in dispensing category E).

If an Information for healthcare professionals and/or Patient information is accompanied by Instructions for use (e.g. for insulin preparations) and if the authorisation type is changed to an export licence, these Instructions for use should be appended to the basic information.

For medicinal products authorised in a procedure according to Art. 14 para. 1 letter a$^{\text{bis-quater}}$ TPA, the compulsory information stated in Art. 17b para. 5, Art. 17c para. 3 and Art. 17d para. 3 TPLO must be included in the basic information.

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Notes on the Patient Information

This part of the guidance document explains the requirements and provisions for producing the medicinal product information for patients ("Patient information"). The following presentation has been selected so that differing requirements relating to the Patient information for allopathic medicinal products and complementary medicines are clearly visible:

Part A of the guidance document contains information on the Patient information for allopathic medicines, while parts B, C and D deal with the Patient information texts for complementary and herbal medicines. The individual sections can be selected by mouse clicking.

Ann. 1 also includes notes on the updating of the "Date of revision of the text" section.

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Part A - Requirements for the package leaflet for human medicinal products ("Patient information")

(according to Art. 14 in conjunction with Ann. 5.1 TPLRO)

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1 General requirements

1.1 Introduction

The structure of the Patient information is regulated in Art. 14 in conjunction with Annex 5.1 TPLRO. The requirements listed below should also be satisfied.
The sections and their order as stated in Ann. 5.1 TPLRO should be observed (see below for exceptions). If no information exists for individual sections, the relevant heading should still be included.
Medicinal products with prescription-only status and non-prescription status show differing fixed texts. If, in a collective Patient information for a medicinal product, pack sizes are combined for a medicinal product with and without a prescription-only status, the fixed texts for the medicinal product without a prescription-only status should be used.
While the Patient information is usually a leaflet, it can also take the form of a booklet or a fixed form (combination of label and package leaflet). Other forms can be requested on application. The Patient information should be provided with the pack in all three official languages. Separate documents for each language are permitted.
Promotional statements and watermarks (can impair legibility) should be avoided, as should technical terms or foreign loan words that are not familiar to laypersons. If technical terms are unavoidable in a particular case these should be explained.
The "CE" mark for medical devices or the term "medical device" is not permitted in the Patient information.

1.2 Template for preparing the Patient information

The templates for preparing the Patient information available on the Swissmedic website should be used, taking into account the Guidance document *Formal requirements HMV4*.

1.3 Requirements for specific medicinal product groups and procedures

For specific medicinal product groups and procedures (e.g.: biosimilars, applications in the procedure according to Art. 13 TPA, Art. 14 para. 1 let. a$^{bis\text{-}quater}$ TPA, temporary authorisation procedure, parallel import), the corresponding specification documents should be taken into account.

The following applies to applications adopting the procedure according to Art. 14 para. 1 a$^{bis\text{-}quater}$ TPA: The dosage recommendation must be feasible with the medicinal products authorised in Switzerland, otherwise the medicinal product submitted cannot be authorised. If further medicinal products are required in order to implement the dosage recommendation, the following passage must be added to the product information at the appropriate places: “This dosage cannot be implemented with [NAME OF MEDICINAL PRODUCT CONCERNED BY THE AUTHORISATION APPLICATION]. The dosage recommendation must be implemented using other preparations with active substance XY that are authorised and approved in Switzerland.”

1.4 Language

The Patient information must as a rule be drafted in the three official Swiss languages (Art. 26 TPO). The manuscript of the Patient information should be submitted to Swissmedic for review in the correspondence language. The authorisation holder is responsible for the translation into the two other official languages.
If, with the consent of Swissmedic, a Patient information for pharmaceutical forms used exclusively by healthcare professionals – e.g. injectables or infusions – is not included as a package leaflet, the Information for healthcare professionals in at least two official languages should be enclosed with the pack (Art. 14 para. 2 in conjunction with Ann. 4 no. 1 para. 4 TPLRO). The Information for healthcare professionals should be available on the electronic publication platform in all 3 official languages.

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1.5 Black triangle and warning according to Art. 14a TPLRO

Medicinal products subject to additional monitoring according to Art. 14a para. 1 TPLRO must be identified by the inclusion of an equal-sided black inverted triangle with sides measuring at least 5 mm and proportional to the font size (Ann. 4 no. 1 para. 7 TPLRO). The black triangle should be followed by the statements specified in Art. 14a paras. 1 and 2 TPLRO which, according to Ann. 4 no. 1 para. 7 TPLRO, should be placed immediately before the first section "Name of the medicinal product".

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Specimen:

▼ This medicinal product is subject to additional monitoring. This will allow quick identification of new safety information. You can help by reporting any side effects you may get. See the end of the section on "Possible side effects" for how to report side effects."

The obligation to display the black triangle and the corresponding statements as per Art. 14a para. 1 and 2 TPLRO exists until the authorisation is renewed, unless Swissmedic orders the obligation to be extended for safety reasons (Art. 14a para. 3 TPLRO). Unless Swissmedic decides otherwise, the authorisation holder can autonomously remove the black triangle and corresponding texts from the product information after the renewal of the authorisation has been officially approved.

1.6 Note on narcotics

The text "*Subject to the Federal Act on Narcotics and Psychotropic Substances"* must be included in order to identify medicinal products containing narcotics in List a or d according to Art. 3 of the Narcotics Control Ordinance (NarcCO) (Art. 55, para. 3 NarcCO). The text should be placed immediately after the second section "Name of the medicine".

1.7 Boxed warnings

Swissmedic can order the inclusion of specially highlighted warnings in the product information if this is required for the safe use of the medicinal product (Art. 14a para. 4 TPLRO).

2 Notes on the individual sections

The left-hand column contains information on titles, fixed texts and text proposals[1]. The text passages with a grey background should be viewed as notes on the individual sections.

2.1 "Information for patients"[2]

For prescription-only medicinal products: *"Read this leaflet carefully before you start taking / using this medicine.* *This medicine has been prescribed for you personally. Do not pass it on to others. It may harm them, even if their signs of illness are the same as yours.* *Keep this leaflet. You may need to read it again."*	If the medicinal product is used exclusively in children, the fixed text can be adapted accordingly by the authorisation holder subject to an application with reasons. In this case the statement *"This medicine has been prescribed for you personally..."* is replaced by the statement *"This medicine has been prescribed for your child"*.
For non-prescription medicinal products: *"Read this leaflet carefully because it contains important information for you.* *This medicine has either been prescribed for you personally by your doctor, or you have obtained it without a medical prescription from a pharmacist or drugstore. Always use this medicine exactly as described in this leaflet or as instructed by the doctor, pharmacist (or druggist*) in order to obtain the greatest benefit. Keep this leaflet. You may need to read it again."* **only for medicines in dispensing category D*	If the medicinal product is used exclusively in children, the authorisation holder can adapt the fixed text accordingly provided it submits an application setting out its reasons. In this case, the statement *"This medicine has either been prescribed for you by your doctor…"* is replaced by the statement *"This medicine has either been prescribed for your child by your doctor…"*. Medicinal products that were reassigned from dispensing category C to dispensing category B in 2019 must use the fixed text for non-prescription medicinal products. The fixed text may also be adapted appropriately for medicinal products that are published in Annex 2 of the

[1] The number preceding the heading should be omitted
[2] The order of sections 1 and 2 can be switched on request

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Therapeutic Products Ordinance (TPO; SR 812.212.21) and which can be dispensed without a medical prescription on the basis of Art. 45 para. 1 letter a of the TPO. However, this is only the case if the **whole** medicinal product can be dispensed without a medical prescription, not just certain dosages or indications.

2.2 ... (Name of the medicine)

2.3 "What … is and what it is used for"

For prescription-only medicinal products: *"Subject to prescription by a doctor"*

The indication for the medicinal product should presented in language that is understandable to the layperson (e.g. "lowers the fever", "eliminates pain", "neutralises excess gastric acid").

If the medicinal product is indicated in combination with another medicinal product, the combination partner should be stated as an active substance and not as a trade name, provided the combination partner is a synthetically manufactured medicinal product.

Where useful, reference should be made to other pharmaceutical forms, e.g. for medicinal products available with and without alcohol.

This fixed text must not be used for medicinal products that were reassigned from dispensing category C to dispensing category B in 2019.
The fixed text may also be deleted for the medicinal products that are published in Annex 2 of the Therapeutic Products Ordinance (TPO; SR 812.212.21) and which can be dispensed without a medical prescription on the basis of Art. 45 para. 1 letter a of the TPO. However, this is only the case if the **whole** medicinal product can be dispensed without a medical prescription, not just certain dosages or indications.

2.4 "What you need to know before you take/use ..."

Note for diabetics if required by the sugar content per single dose: *"This medicine contains … g of utilisable carbohydrates per single dose."*

This section is not compulsory. Where necessary and/or useful, it should provide additional health-related information that goes beyond the purely medical treatment, e.g. dietary measures, general rules of conduct (examples: mosquito protection measures for malaria drugs; information about concomitant illnesses), effects on the urine (e.g. discolouration), faeces (e.g. note on excretion for matrix tablets), contact lenses (a reference to contact lenses must be included in ophthalmic preparations), where required.
The statement "*This medicine contains ... g of utilisable carbohydrates per single dose"* should be listed only from a content of >5 g per single dose and should include instructions for diabetics. If this statement is included even for a low content of utilisable carbohydrates, it should be added that the medicinal product is nevertheless suitable for diabetics.

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2.5 "Do not take/use … :

Contraindications from the Information for healthcare professionals should be stated in language understandable to the patient (e.g. "glaucoma", "severe liver and gallbladder diseases", "kidney disorders", "not for adolescents or children under ... years").

If no contraindications are known, the following wording should be selected:
"There are no known restrictions on use."

2.6 "When is caution required when taking/using … ?"

Precautions and interactions (sections 7, 8 and 10 of the Information for healthcare professionals) should be explained in understandable terms.

Interactions with medicinal products should be stated, possibly including the name of the substance or medicinal product groups (e.g. anti-infective medicines containing the antibiotic XY). Interactions with food should be mentioned.

For medicinal products containing an Pharmaceutical excipients of particular interest: Statements according to Ann. 3a TPLRO.

For all excipients of the medicinal product listed in Ann. 3a TPLRO (pharmaceutical excipients of particular interest), the warnings presented in the column headed "Information in the package leaflet" of Ann. 3a TPLRO should be stated.

Additional statements in other sections may be stipulated for excipients of particular interest in Ann. 3a TPLRO, and these should also be adopted in these cases.

Texts that relate to specific patient groups should be mentioned only if they are relevant (i.e. if no contraindication exists for the relevant patient group).

If applicable:
"This medicine may affect reaction times or the ability to drive and use tools or machines"

This fixed text can, where useful, be modified or supplemented by explanatory comments, e.g. for eyedrops:
"There is no evidence to date to suggest that the ability to drive and use machines is affected by the use of …. However, since blurred vision can occur after the use of … , you should not drive a vehicle or use machines until you can see clearly again."

If no precautions are required, the following wording should be selected:
"No special precautions are required if the medicine is used correctly."

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"Tell your doctor, pharmacist (or druggist) if you*
- suffer from other illnesses,
- have any allergies or
- are taking or outwardly applying any other medicines (including those bought over the counter)."

** only for medicines in dispensing category D*
[1] for external preparations and in specific cases

The third bullet point can also be stated as follows:
- *using other medicines (including those bought over the counter)."*

This fixed text can, in exceptional cases and on request, be accompanied by additional remarks where useful, e.g. for eyedrops:
"Tell your doctor, pharmacist (or druggist) if you*
- suffer from other illnesses,
- have any allergies or

are taking or using in the eye any other medicines (including those bought over the counter)."

2.7 "Can … be taken/used during pregnancy or breast-feeding?"

If applicable:
"Experience to date has not shown any risk to the child if the medicine is used correctly. However, systematic scientific investigations have not been conducted. As a precaution, you should, if possible, avoid medicines during pregnancy or while breast-feeding, or ask your doctor, pharmacist (or druggist) for advice."*

**only for medicines in dispensing category D*

The text should be drafted depending on the data situation and based on the Information for healthcare professionals in language that is understandable to laypersons.
The right to employ stricter statements, where applicable, is reserved.
If this section does not apply (e.g. for prostate medicines, medicinal products for children), *not applicable* can be added.

2.8 "How to take/use …"

For prescription-only medicinal products:
"Do not deviate from the prescribed dosage. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor or pharmacist."
For non-prescription medicinal products:
"*Keep to the dosage stated in the package leaflet or prescribed by your doctor. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor, pharmacist or druggist*."*

** only for medicines in dispensing category D*

Information on usual use and on the dosage range: for collective texts ensure that the pharmaceutical form, indication, age group are clearly assigned.

State single dose, daily dosage and, if necessary, maximum dose and duration of treatment.

Stated in units of the pharmaceutical form (e.g. capsules, tablets, drops), with statements on use (e.g. "in the morning", "before/during/after meals" (stating the time), "with a glass of water", "do not take together with milk", "do not chew", "swallow whole", "take only when diluted with water", "shake before use", "do not use cloudy solution"). Information on preparation, childproof closures, possibly pictures, if this seems useful.

If a tablet is divisible and has to be divided for dosing purposes, this must be mentioned.

If tablets possess a decorative line/notch but cannot be divided here, the fact that the tablets may not be divided should be mentioned. If the tablets possess a score line, but this is not suitable for administering a partial dose and the tablets may be divided only for the purpose of easier administration, this fact must be mentioned.

Reference to the possibility of deviating instructions by the doctor.

If necessary or useful, a statement on what should be done if a dose is accidentally forgotten or an excessive dose has been taken or if the medicine is discontinued.

If the use of the medicinal product requires a long, detailed description or instructions for use (e.g. with pictures), this description can be included at the end of the Patient information, after section 16. with the Swissmedic review date. A corresponding should be included in the "How to take/use…" section. These instructions for use are designed to ensure that the medicinal product is handled correctly: Information that has already been mentioned in other sections (e.g.: dosage recommendations, warnings, undesirable effects, precautions for storage) may not be included here.

Medicinal products that were reassigned from dispensing category C to dispensing category B in 2019 must use the fixed text for non-prescription medicinal products.

The fixed text may also be adapted appropriately for medicinal products that are published in Annex 2 of the Therapeutic Products Ordinance (TPO; SR 812.212.21) and which can be dispensed without a medical prescription on the basis of Art. 45 para. 1 letter a of the TPO. However, this is only the case if the whole medicinal product can be dispensed without a medical prescription, not just certain dosages or indications.

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If no data are available on doses for children or adolescents, the use should be restricted to adults and a corresponding statement included, e.g.*: "The use and safety of ...* (name of the medicine) *in children and adolescents (or in children under ... years) have not been investigated to date."*
The medicine should therefore not be used in this(these) age group(s). For non-prescription medicinal products, the fact that self-medication in children, particularly small children under 2 years, is often undesirable should also be taken into consideration. This must be specified here (e.g. *"Use only on medical prescription for small children under 2 years."*).

Restricted use in paediatrics: Likewise, if applicable, the sections "Do not use ..." or "When is caution required when taking / using ...?" must be adapted accordingly.

2.9 "Possible side effects"

"If you get any side effects, talk to your doctor, pharmacist (or druggist). This particularly includes any possible side effects not listed in this leaflet."*

**only for medicines in dispensing category D*

The side effects of the active substances and excipients (symptom that patients can observe themselves) should be listed in order of frequency and rated according to their importance. An additional summary of the most important side effects at the start is permitted.
Rules of conduct for the patient if side effects occur (e.g. *"inform doctor", "consult a doctor immediately", "do not continue taking the medicine"*) and possible steps to reduce risk should be described.

If no side effects are known, the following wording should be selected:
"No side effects have been observed to date for … when used correctly…"
"If you do get any side effects however, talk to your doctor, pharmacist (or druggist)."*

**only for medicines in dispensing category D*

2.10 "What else needs to be observed?"

*"Do not use this medicine after the expiry date ("EXP") stated on the container."**

** This statement is omitted if the "use by …" date is printed on the container.*

If applicable:
Use-by period after opening

Instead of "EXP" the word "Expiry" can also be included in the fixed text.

If the statement "use by" is printed on the container, the fixed text can be omitted or adapted with the "use by" phrase instead of "EXP".
A statement on correct storage should be provided, possibly including a reference to signs of decomposition.

If necessary, a reference to the use-by period after opening (e.g. for eyedrops, cough syrup, etc.) should be included. The use-by period must be substantiated in the quality documentation.
A reference to disposal, destruction or return of the medication after the end of treatment or on expiry is optional.

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Depending on the quality documentation, the following statements are possible as storage instructions: *"Do not store above 25°C."* *"Do not store above 30°C."* *"Store at room temperature (15-25°C)."* *"Store at 15-30°C."* *"Store in the refrigerator (2-8°C)."* *"Store in the freezer (below -15°C)."* *"Do not store in the refrigerator."* *"Do not freeze."* *"Store in the original packaging."* *"Keep the container tightly closed."* *"Keep the container in the outer carton in order to protect the contents from light and moisture."*	The term "store" [lagern] or "keep" [aufbewahren] may optionally be used in the storage instruction. The storage instructions must be worded identically in the Information for healthcare professionals, Patient information and packaging texts. The storage instruction can be combined with the warning regarding children.
Warning regarding children (e.g. *"keep out of the reach of children"*)	Using the German word "sollen", as in "Arzneimittel sollen für Kinder unerreichbar aufbewahrt werden" [Medicines are to be kept out of the reach of children] is not permitted.
"*Your doctor, pharmacist (or druggist**) *can give you more information. These individuals possess the comprehensive Information for healthcare professionals."* ** only for medicines in dispensing category D*	The sentence concerning the Information for healthcare professionals can be omitted for those medicines that only come with a Patient information.

2.11 "What … contains"

Active substances (short names in the respective official language. Pharmaceutical form and active substance with quantity per unit.) Excipients (short names in the respective official language, incl. E number.)	When stating the active substances, the specific requirements for the "Composition" section of the Information for healthcare professionals should also be observed. Precise details of the specific pharmaceutical preparations (e.g. "alcohol content... % by volume" for medicinal products with more than 100 mg alcohol per single dose) should be provided. When stating the excipients, the specific requirements for the "Composition" section of the Information for healthcare professionals and the statements in Ann. 3a TPLRO (pharmaceutical excipients of particular interest) should also be observed. A negative declaration (e.g. "lactose-free", "does not contain gluten") is not permitted. Warnings concerning wheat starch or lactose according to Ann. 3a TPLRO

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	should be added under "When is caution required when taking/using … ?".
If an active substance or excipient of a medicinal product contains a genetically modified organism (GMO), this must be labelled as follows: *"contains genetically modified X"* (Art. 27 para. 2 TPO). If the medicinal product contains, or may contain, substances derived wholly or partly from GMO, this must be labelled as follows: *"manufactured from genetically modified X"* (Art. 27 para. 3 TPO in conjunction with Art. 8 para. 1 GMFO).	In deciding exactly when a constituent is subject to the GMO labelling obligation, the specific requirements applicable to the "Composition" section of the Information for healthcare professionals should be observed.

2.12 "Marketing authorisation number" (Swissmedic)

Marketing authorisation number, "Swissmedic" in brackets	

2.13 "Where can you get …? What packs are available?"

Depending on the dispensing category, the following fixed texts should be used: A: *"In pharmacies on presentation of a medical prescription that is intended for single use only."* B: *"In pharmacies only on presentation of a medical prescription."* D: *"In pharmacies and drugstores without a medical prescription."* E: *"This medicinal product is available over the counter."*	The following fixed text must be used for medicinal products that were reassigned from dispensing category C to dispensing category B in 2019: *"Available in pharmacies without a medical prescription, after consultation with a pharmacist."* The fixed text may also be adapted appropriately for medicinal products that are published in Annex 2 of the Therapeutic Products Ordinance (TPO; SR 812.212.21) and which can be dispensed without a medical prescription on the basis of Art. 45 para. 1 letter a of the TPO. However, this is only the case if the whole medicinal product can be dispensed without a medical prescription, not just certain dosages or indications

If individual packs are not available on the market, the applicant may, on its own responsibility, add the statement "currently not available on the market" in brackets after the respective pack(s). Hospital packs must not be listed in patient information.

Any medical devices included in the pack (applicators, alcohol wipes, etc.) must be listed here.

Addition: "with score line/notch"
If the divisibility of the tablet for administering a partial dose is not proven, but the tablet can still be divided, a comment should be included in the "How to take/use..." section to the effect that the tablet may be divided at the score line only for easier administration, but not for administering a partial dose.

Addition: "divisible" or "with score line/notch, divisible"
This addition may be included only if the divisibility of the tablet for administering a partial dose is proven in the documentation on quality. No other comment may be added.
Addition: "Decorative line/notch"

If the tablet cannot be divided, but is provided with a (non-functional) line or notch, the addition "with decorative line/notch" should be used. A statement to the effect that the tablet may not be divided at the decorative line should be included in the "How to take/use..." section.

2.14 "Marketing authorisation holder"

(company name and registered address as per the commercial register)	Minimum compulsory information: Company name and locality. If the postcode is omitted, the cantonal abbreviations should be stated for localities that occur more than once in Switzerland. Variant A: If the legal registered address and the company domicile (postal address) are identical, the following should be stated: Marketing authorisation holder: **Company name**, Division, street, P.O. box, CH-postcode, **locality**, Switzerland. **Bold:** compulsory (name of company and registered address as per the commercial register); Italics: optional (Division, street, P.O. box, postcode, Switzerland), may be selected individually or in combination. If required for identification purposes, the locality of the registered office may, in exceptional cases, be combined with the nearest large town (e.g. Geneva-Meyrin). Variant B: If the legal registered address and the company domicile (postal address) are not identical, variant B can be selected: Marketing authorization holder: **Company name**, postcode, **locality.** Domicile (or postal address, or address): *Company name, Division, street, P.O. box, CH-postcode,* **locality**, Switzerland. **Bold:** compulsory (name of company and registered address as per the commercial register); Italics: optional (the postcode is permitted for the domicile but should be avoided since it can lead to mix-ups with the domicile address). References to Internet and e-mail addresses and telephone numbers may not be stated. This section can also be added at the end of the three language versions of the Patient information. The logo of the marketing authorisation holder may be included.
"Supplier": Name of company, place (optional)	This section is optional. It may be included if the marketing authorisation holder can demonstrate that the supplier possesses a corresponding wholesale trading licence. This section can also be added at the end of the three language versions of the Patient information.

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2.15 "Manufacturer"

Name of company, place *(optional):*

This section is optional.
If all manufacturing steps (incl. quality controls) are carried out by the same company, this company can be listed as the manufacturer. If the manufacturing steps are carried out by various companies, only the company stated as the manufacturer is allowed to issue the batch certificate. If several companies issue batch certificates, either all companies or none should be listed.
The manufacturer's logo may be included provided the manufacturer is stated as a separate section.

2.16 "This package leaflet was last revised by the medicines agency (Swissmedic) in … (month/year)."

The date of revision of the text is determined by Swissmedic (see corresponding details in Ann. 1).

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Part B - Requirements for Patient information for homeopathic and anthroposophic medicinal products

(according to Art. 14 in conjunction with Ann. 5.2 TPLRO)

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1 General requirements

1.1 Introduction

The structure of the patient information is set out in Art. 14 in conjunction with Ann. 5.2 TPLRO. The requirements listed below should also be satisfied.
The sections and their order as stated in Ann. 5.2 TPLRO should be observed (see below for exceptions). If no information exists for individual sections, the relevant heading should still be included.
Medicinal products with prescription-only status and non-prescription status show differing fixed texts. If, in a collective Patient information for a medicinal product, pack sizes are combined for a medicinal product with and without a prescription-only status, the fixed texts for the medicinal product without a prescription-only status should be used.
While the Patient information is usually a leaflet, it can also take the form of a booklet or a fixed form (combination of label and package leaflet). Other forms can be requested on application. The Patient information should be provided with the pack in all three official languages. Separate documents for each language are permitted.

Promotional statements and watermarks (can impair legibility) should be avoided, as should technical terms or foreign loan words that are not familiar to laypersons. If technical terms are unavoidable in a particular case these should be explained.
Specific details of the mode of action of a medicinal product may not be provided for homeopathic medicinal products. For anthroposophic medicinal products, the word "effect" may, at most, be used in connection with the anthroposophic knowledge of humans and nature, but not "efficacy".
The "CE" mark for medical devices or the term "medical device" is not permitted in the Patient information.

1.2 Template for preparing the Patient information

The templates for preparing the Patient information available on the Swissmedic website should be used, taking into account the WL *Formal requirements HMV4*.

1.3 Language

The Patient information must be drafted in the three official languages (Art. 26 TPO). The manuscript of the Patient information should be submitted to Swissmedic for review in the correspondence language. The authorisation holder is responsible for the translation in the two other official languages.

1.4 Black triangle and warning according to Art. 14a TPLRO

Medicinal products subject to additional monitoring according to Art. 14a para. 1 TPLRO must be identified by the inclusion of an equal-sided black inverted triangle with sides measuring at least 5 mm and proportional to the font size (Ann. 4 no. 1 para. 7 TPLRO). The black triangle should be followed by the statements specified in Art. 14a para. 1 TPLRO which, according to Ann. 4 no. 1 para. 7 TPLRO, should be placed immediately before the section "Name of the medicinal product".

Specimen:

▼ This medicinal product is subject to additional monitoring. This will allow quick identification of new safety information. You can help by reporting any side effects you may get. See the end of the section on "Possible side effects" for how to report side effects."

The obligation to display the black triangle and the corresponding statements as per Art. 14a para. 1 and 2 TPLRO exists until the authorisation is renewed, unless Swissmedic orders the obligation to be

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extended for safety reasons (Art. 14a para. 3 TPLRO). Unless Swissmedic decides otherwise, the authorisation holder can autonomously remove the black triangle and corresponding texts from the product information after the renewal of the authorisation has been officially approved.

1.5 Boxed warnings

Swissmedic can order the inclusion of specially highlighted warnings in the product information if this is required for the safe use of the medicinal product (Art. 14a para. 4 TPLRO).

1.6 Note on narcotics

The text "Subject to the Federal Act on Narcotics and Psychotropic Substances" must be included in order to identify medicinal products containing narcotics in List a or d according to Art. 3 of the Narcotics Control Ordinance (NarcCO) (Art. 55, para. 3 NarcCO). The text should be placed immediately after the second section "Name of the medicine".

2 Notes on the individual sections

The left-hand column contains information on titles, fixed texts and text proposals[3]. The text passages with a grey background should be viewed as notes on the individual sections.

2.1 "Information for patients"[4]

For prescription-only medicinal products: *"Read this leaflet carefully before you start taking / using this medicine.* *This medicine has been prescribed for you personally. Do not pass it on to others. It may harm them, even if their signs of illness are the same as yours. Keep this leaflet. You may need to read it again."*	If the medicinal product is used exclusively in children, the fixed text can be adapted accordingly by the authorisation holder subject to an application with reasons. In this case the statement *"This medicine has been prescribed for you personally..."* is replaced by the statement *"This medicine has been prescribed for your child"*.
For non-prescription medicinal products: *"Read this leaflet carefully because it contains important information for you.* *This medicine has either been prescribed for you personally by your doctor, or you have obtained it without a medical prescription from a pharmacist or drugstore. Always use this medicine exactly as described in this leaflet or as instructed by the doctor, pharmacist (or druggist*) in order to obtain the greatest benefit. Keep this leaflet. You may need to read it again."* **only for medicines in dispensing category D*	If the medicinal product is used exclusively in children, the fixed text can be adapted accordingly by the authorisation holder subject to an application with reasons. In this case the statement *"This medicine has either been prescribed for you by your doctor…"* is replaced by the statement *"This medicine has either been prescribed for your child by your doctor…"*.

2.2 "Name of the medicine"

a. … (name of the medicine), Pharmaceutical form

b. "Homeopathic medicine (Homeopathic-spagyric medicine, Spagyric medicine)" or "Anthroposophic medicine" or "Medicine based on anthroposophic knowledge" or Biochemical medicine according to Dr. Schüssler"

[3] The number preceding the heading should be omitted
[4] The order of sections 1 and 2 can be switched on request

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Mentioning 2b is optional if it is also part of 2a	

2.3 "What … is used for"

For prescription-only medicinal products: *"According to homeopathic principles … can be used in/for … when prescribed by your doctor."* *"According to the spagyric therapeutic principle … can be used in/for … when prescribed by your doctor."* *"According to homeopathic principles and the spagyric therapeutic principle … can be used in/for … when prescribed by your doctor."* *"According to anthroposophic knowledge of humans and nature … can be used in/for … when prescribed by your doctor."* *"According to the biochemical therapeutic principle of Dr. Schüssler … can be used in/for … when prescribed by your doctor."*	The indication must be stated with the introduction of this fixed text. Where useful, reference should be made to other pharmaceutical forms, e.g. for medicinal products available with and without alcohol.
For non-prescription medicinal products: *"According to homeopathic principles … can be used in/for … ."* *"According to the spagyric therapeutic principle … can be used in/for … ."* *"According to homeopathic principles and the spagyric therapeutic principle … can be used in/for … ."* *"According to anthroposophic knowledge of humans and nature … can be used in/for … ."* *"According to the biochemical therapeutic principle of Dr. Schüssler … can be used in/for … ."*	
For medicinal products authorised according to Art. 25 para. 2 KPTPO: *"According to homeopathic principles (according to the spagyric therapeutic principle, according to anthroposophic knowledge of humans and nature, according to the biochemical therapeutic principle of Dr. Schüssler) … is used on an individual basis, i.e. adapted to the needs of the respective patient. Therefore, it is not possible to state for which illnesses and symptoms this medicine can be used"*	This fixed text should only be used for medicinal products authorised according to Art. 25. para. 2 KPTPO. For medicinal products authorised with a reduced dossier according to Art. 25 para. 1 KPTPO, or authorised in the notification procedure according to Art. 27 or 28 KPTPO, the fixed text according to Ann. 1a no. 1 para. 1 let. h TPLRO applies.

2.4 "What you need to know before you take/use ..."

"If your doctor has prescribed other medicines for you, ask your doctor or pharmacies whether ... may also be taken at the same time." Note for diabetics if required by the sugar content per single dose: *"This medicine contains … g of utilisable carbohydrates per single dose."*	This section is not compulsory. Where necessary and/or useful, it should provide additional health-related information that goes beyond the purely medical treatment, e.g. dietary measures, general rules of conduct, information about concomitant illnesses, e.g. note for diabetics (suitable/unsuitable, the carbohydrates should be stated in g of utilisable carbohydrates per single dose), note on contact lenses

	(compulsory for ophthalmic preparations). Mentioning the actual medicine (along the lines of "in addition to the treatment with XY you should ..") and references to other products offered by the distributor are not permitted.

2.5 "Do not take / use ... or take / use ... only with caution"

For homeopathic and anthroposophic medicinal products containing an excipient of particular interest: Statements according to Ann. 3a TPLRO.	For all excipients of the medicinal product listed in Ann. 3a TPLRO (pharmaceutical excipients of particular interest), the warnings presented in the column headed "Information in the package leaflet" of Ann. 3a TPLRO should be stated. Additional statements in other sections may be stipulated for excipients of particular interest in Annex 3a TPLRO, and these should also be adopted in these cases. Texts that relate to specific patient groups should be mentioned only if they are relevant (i.e. if no contraindication exists for the relevant patient group). In this section, contraindications or restrictions on use are based both on the composition of the medicinal product and the indication *(e.g. "... may not be used in case of hypersensitivity to bee venom" or "Coughing in children under 2 years should be medically investigated. Therefore, the medicine should not be used in children under 2 years without a medical prescription." or* "not for adolescents or children under ... years").
If applicable: *"This medicine may affect reaction times or the ability to drive and use tools or machines"*	This fixed text can, where useful, be modified or supplemented by explanatory comments, e.g. for eyedrops: *"There is no evidence to date to suggest that the ability to drive and use machines is affected by the use of …. However, since blurred vision can occur after the use of … , you should not drive a vehicle or use machines until you can see clearly again."*

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For prescription-only medicinal products for which data on children or adolescents are not available: *"… should not be used in children or adolescents under 18 years."*	
If no contraindications or precautions exist: *"There are no known restrictions on use. No special precautions are required if the medicine is used correctly."*	
"Tell your doctor, pharmacist (or druggist) if you* ▪ *suffer from other illnesses,* ▪ *have any allergies or* ▪ *are taking (or outwardly applying[1]) any other medicines (including those bought over the counter)."* ▪ ** only for medicines in dispensing category D* *[1] for external preparations and in specific cases*	The third bullet point can also be stated as follows: ▪ *using other medicines (including those bought over the counter)."* This fixed text can, in exceptional cases and on request, be accompanied by additional remarks where useful, e.g. for eyedrops: *"Tell your doctor, pharmacist (or druggist*) if you* ▪ *suffer from other illnesses,* ▪ *have any allergies or* *are taking or using in the eye any other medicines (including those bought over the counter)."*

2.6 "Can … be taken/used during pregnancy or breast-feeding?"

If applicable: *"Experience to date has not shown any risk to the child if the medicine is used correctly. However, systematic scientific investigations have not been conducted. As a precaution, you should, if possible, avoid medicines during pregnancy or while breast-feeding, or ask your doctor, pharmacist (or druggist*) for advice."* The right to employ stricter statements in individual cases is reserved, e.g. for medicines containing alcohol. ** only for medicines in dispensing category D*	If this section does not apply (e.g. for prostate medicines, medicinal products for children), *not applicable* can be added

2.7 "How to take/use …"

For prescription-only medicinal products: *"Do not deviate from the prescribed dosage. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor or pharmacist."*	The information on single dose, daily dosage, duration of treatment, etc. should take account of the individual dosing practice employed in homeopathy/anthroposophy. The stated method of administration should take account of the units of the corresponding pharmaceutical form (e.g. 5 globules, 1 tablet, 10 drops), if necessary with additions such as "in the morning", "before/during/after meals" (stating the time), "every 2 hours", "with a glass of water", "shake before use", "do not use cloudy solution", etc. If additional statements on administration are required, e.g. "metal containers should not be used for administration" or "taking caffeine-containing drinks at

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	the same time should be avoided" or similar, these additions should be stated here.
For prescription-only injected medicinal products administered directly by the doctor: *"Dosage / Administration: ... "*	
For prescription-only medicinal products for which data on children or adolescents are not available: *"Dosage for adults / Use in adults: …"* *"The use and safety of … in children and adolescents have not been investigated to date."*	
"Not for adolescents or children under ... years"	If age-dependent dosage recommendations are involved, all age groups – including ages – and any exclusions should be stated.
For non-prescription medicinal products: *"Keep to the dosage stated in the package leaflet or prescribed by your doctor. If the treatment of a small child / child does not produce the desired improvement consult a doctor. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor, pharmacist (or druggist*)."* ** only for medicines in dispensing category D*	
For non-prescription medicinal products, if statements are made about the age group of children and adolescents, or if these are omitted, because of a particular indication or substance: *"Keep to the dosage stated in the package leaflet or prescribed by your doctor. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor, pharmacist or druggist*."*	

2.8 "Possible side effects"

"If you get any side effects, talk to your doctor, pharmacist (or druggist). This particularly includes any possible side effects not listed in this leaflet."* ** only for medicines in dispensing category D*	All known side effects should be stated here, including those of excipients.

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For homeopathic medicinal products: *"The symptoms may deteriorate temporarily (initial deterioration) following the administration of homeopathic medicines. "If the deterioration persists, stop taking ... and talk to your doctor, pharmacist (or druggist*).* ** only for medicines in dispensing category D*	This fixed text should be included even if no side effects are known.
If no side effects are known, the following wording should be selected: *"No side effects have been observed to date for … when used correctly." If you do get any side effects however, talk to your doctor, pharmacist (or druggist*)."* ** only for medicines in dispensing category D*	Otherwise, the known side effects, including those of excipients, should be listed here

2.9 "What else needs to be observed?"

"Do not use this medicine after the expiry date ("EXP") stated on the container." ** This statement is omitted if the "use by..." date is printed on the container.*	Instead of "EXP" the word "Expiry" can also be included in the comment. If the statement "use by" is printed on the container, the authorisation holder can still retain the fixed text if it so wishes. In this case, "use by" is included in the fixed text instead of "EXP".
If applicable: Use-by period after opening	A statement on correct storage should be provided, possibly including a reference to signs of decomposition. If necessary, a reference to the use-by period after opening should be included (e.g. for eyedrops, cough syrup, etc.). The use-by period must be substantiated in the quality documentation. A reference to disposal, destruction or return of the medication after the end of treatment or on expiry is optional.
Depending on the quality documentation, the following statements are possible as storage instructions: *"Do not store above 25°C."* *"Do not store above 30°C."* *"Store at room temperature (15-25°C)."* *"Store at 15-30°C."* *"Store in the refrigerator (2-8°C)."* *"Store in the freezer (below -15°C)."* *"Do not store in the refrigerator."* *"Do not freeze."* *"Store in the original packaging."* *"Keep the container tightly closed."* *"Keep the container in the outer carton in order to protect the contents from light and moisture."*	The term "store" [lagern] or "keep" [aufbewahren] may optionally be used in the storage instruction. The storage instructions must be worded identically in the Information for healthcare professionals, Patient information and packaging texts. The storage instruction can be combined with the warning regarding children.
Warning regarding children (e.g. "keep out of the reach of children")	

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"Your doctor, pharmacist (or druggist) can give you more information. These individuals possess the comprehensive Information for healthcare professionals."* ** only for medicines in dispensing category D*	The sentence concerning the Information for healthcare professionals can be omitted for those medicines that only come with a Patient information.

2.10 "What … contains"

Active substances: Names of the effective constituents in accordance with the requirements stated in the guidance document "Authorisation of homeopathics, anthroposophics and other complementary medicinal products HMV4". If applicable: Excipients (short names in the respective official language, incl. E number)	The names of the active substances and the composition list should be stated in accordance with Ann. 1a no. 1, para. 1 let. e, nos. 1 and 2, and Ann. 1a no. 1 paras. 2 and 3 TPLRO. The excipients should be stated in understandable terms. The remarks in Ann. 3a TPLRO should also be observed. The vehicles and other substances used during manufacture/potentisation and other substances should be listed as excipients if they account for at least 1% of the finished product or are necessary for the information required by Annex 3a TPLRO. A negative declaration (e.g. "lactose-free", "does not contain gluten") is not permitted. Warnings about gluten or lactose according to Ann. 3a TPLRO should be added under "Do not take / use ... or take / use ... only with caution". When declaring the active substances and excipients, the specific requirements for the "Composition" section of the Information for healthcare professionals should also be observed.
If an active substance or excipient of a medicinal product contains a genetically modified organism (GMO), this must be labelled as follows: *"contains genetically modified X" (Art. 27 para. 2 TPO).* If the medicinal product contains, or may contain, substances derived wholly or partly from GMO, this must be labelled as follows: *"manufactured from genetically modified X"* (Art. 8 para. 1 GMFO).	

2.11 "Marketing authorisation number" (Swissmedic)

Marketing authorisation number, Swissmedic in brackets	

2.12 "Where can you get …? What packs are available?"

Depending on the list assignment, the following fixed texts should be used: A: *"In pharmacies on presentation of a medical prescription that is intended for single use only."* B: *"In pharmacies only on presentation of a medical prescription."* D: *"In pharmacies and drugstores without a medical prescription."* E: *"This medicinal product is available over the counter."*	

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If individual packs are not available on the market, the applicant may, on its own responsibility, add the statement "currently not available on the market" in brackets after the respective pack(s). Hospital packs must not be listed in patient information.

Any medical devices included in the pack (applicators, alcohol wipes, etc.) must be listed here.

Addition: "with score line/notch"
If the divisibility of the tablet for administering a partial dose is not proven, but the tablet can still be divided, a comment should be included in the "How to take/use..." section to the effect that the tablet may be divided at the score line only for easier administration, but not for administering a partial dose.

Addition: "divisible" or "with score line/notch, divisible"
This addition may be included only if the divisibility of the tablet for administering a partial dose is proven in the documentation on quality. No other comment may be added.

Addition: "Decorative line/notch"
If the tablet cannot be divided, but is provided with a (non-functional) line or notch, the addition "with decorative line/notch" should be used. A statement to the effect that the tablet may not be divided at the decorative line should be included in the "How to take/use..." section.

2.13 "Marketing authorisation holder"

(company name and registered address as per the commercial register)

Minimum compulsory information:
Company name and locality. If the postcode is omitted, the cantonal abbreviations should be stated for localities that occur more than once in Switzerland.

Variant A: If the legal registered address and the company domicile (postal address) are identical, the following should be stated:
Marketing authorization holder: **Company name**, *Division, street, P.O. box, CH-postcode,* **locality**, *Switzerland.*
Bold: compulsory (name of company and registered address as per the commercial register);
Italics: optional (Division, street, P.O. box, postcode, Switzerland), may be selected individually or in combination. If required for identification purposes, the locality of the registered office may, in exceptional cases, be combined with the nearest large town (e.g. Geneva-Meyrin).

Variant B: If the legal registered address and the company domicile (postal address) are not identical, variant B can be selected:
Marketing authorization holder: **Company name**, *postcode,* **locality.**
Domicile (or postal address, or address): *Company name, Division, street, P.O. box, CH-postcode,* **locality**, *Switzerland.*
Bold: compulsory (name of company and registered address as per the commercial register);
Italics: optional (the postcode is permitted for the domicile but should be avoided since it can lead to mix-ups with the domicile address).

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	References to Internet and e-mail addresses and telephone numbers may not be stated. This section can also be added at the end of the three language versions of the Patient information. The logo of the marketing authorisation holder may be included.
"Supplier": Name of company, place (optional)	This section is optional. It may be included if the marketing authorisation holder can demonstrate that the supplier possesses a corresponding wholesale trading licence. This section can also be added at the end of the three language versions of the Patient information.

2.14 "Manufacturer"

Name of company, place (optional)	This section is optional. If all manufacturing steps (incl. quality controls) are carried out by the same company, this company can be listed as the manufacturer. If the manufacturing steps are carried out by various companies, only the company stated as the manufacturer is allowed to issue the batch certificate. If several companies issue batch certificates, either all companies or none should be listed. The manufacturer's logo may also be included provided the manufacturer is stated as a separate section.

2.15 "This package leaflet was last revised by the medicines agency (Swissmedic) in … (month/year)."

The date of revision of the text is determined by Swissmedic (see corresponding details in Ann. 1).	

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Part C - Requirements for the Patient information for herbal medicinal products

(according to Art. 14 in conjunction with Ann. 5.3 TPLRO)

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1 General requirements

1.1 Introduction

The structure of the Patient information is regulated in Art. 14 in conjunction with Annex 5.3 TPLRO. The requirements listed below should also be satisfied.
The sections and their order as stated in Ann. 5.3 TPLRO should be observed (see below for exceptions). If no information exists for individual sections, the relevant heading should still be included.
Medicinal products with prescription-only status and non-prescription status show differing fixed texts. If, in a collective Patient information for a medicinal product, pack sizes are combined for a medicinal product with and without a prescription-only status, the fixed texts for the medicinal product without a prescription-only status should be used.
While the Patient information is usually a leaflet, it can also take the form of a booklet or a fixed form (combination of label and package leaflet). Other forms can be requested on application. The Patient information should be provided with the pack in all three official languages. Separate documents for each language are permitted.
Promotional statements and watermarks (can impair legibility) should be avoided, as should technical terms or foreign loan words that are not familiar to laypersons. If technical terms are unavoidable in a particular case these should be explained.
The "CE" mark for medical devices or the term "medical device" is not permitted in the Patient information.
A Patient information is not required for teas provided the requirements of Art. 14 para. 3 TPLRO are fulfilled.

1.2 Template for preparing the Patient information

The templates for preparing the Patient information available on the Swissmedic website should be used, taking into account the WL *Formal requirements HMV4*.

1.3 Language

The Patient information must as a rule be drafted in the three official Swiss languages (Art. 26 TPO). The manuscript of the Patient information should be submitted to Swissmedic for review in the correspondence language. The authorisation holder is responsible for the translation in the two other official languages.
If, with the approval of Swissmedic, a Patient information is not included as a package leaflet for pharmaceutical forms that are used exclusively by healthcare professionals, e.g. injectables or infusions, the Information for healthcare professionals in at least 2 official languages should be enclosed with the pack (Art. 14 para. 2 in conjunction with Ann. 4 no. 1 para. 4 TPLRO). The Information for healthcare professionals should be available on the electronic publication platform in all 3 official languages.

1.4 Black triangle and warning according to Art. 14a TPLRO

Medicinal products subject to additional monitoring according to Art. 14a para. 1 TPLRO must be identified by the inclusion of an equal-sided black inverted triangle with sides measuring at least 5 mm and proportional to the font size (Ann. 4 no. 1 para. 7 TPLRO). The black triangle should be followed by the statements specified in Art. 14a paras. 1 and 2 TPLRO which, according to Ann. 4 no. 1 para. 7 TPLRO, should be placed immediately before the first section "Name of the medicinal product".

Specimen:

▼ This medicinal product is subject to additional monitoring. This will allow quick identification of new safety information. You can help by reporting any side effects you may get. See the end of the section on "Possible side effects" for how to report side effects."

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The obligation to display the black triangle and corresponding note and short text as per Art. 14a para. 1 and 2 TPLRO exists until the authorisation is renewed, unless Swissmedic orders the obligation to be extended for safety reasons (Art. 14a para. 3 TPLRO). Unless Swissmedic decides otherwise, the authorisation holder can autonomously remove the black triangle and corresponding texts from the product information after the renewal of the authorisation has been officially approved.

1.5 Note on narcotics

The text *"Subject to the Federal Act on Narcotics and Psychotropic Substances"* must be included in order to identify medicinal products containing narcotics in List a or d according to Art. 3 of the Narcotics Control Ordinance (NarcCO) (Art. 55, para. 3 NarcCO). The text should be placed immediately after the second section "Name of the medicine".

1.6 Boxed Warning

Swissmedic can order the inclusion of specially highlighted warnings in the product information if this is required for the safe use of the medicinal product (Art. 14a para. 4 TPLRO).

2 Notes on the individual sections

The left-hand column contains information on titles, fixed texts and text proposals[5]. The text passages with a grey background should be viewed as notes on the individual sections.

2.1 "Information for patients"[6]

For prescription-only medicinal products:
"Read this leaflet carefully before you start taking / using this medicine.
This medicine has been prescribed for you personally. Do not pass it on to others. It may harm them, even if their signs of illness are the same as yours.
Keep this leaflet. You may need to read it again."

If the medicinal product is used exclusively in children, the fixed text can be adapted accordingly by the authorisation holder subject to an application with reasons. In this case the statement *"This medicine has been prescribed for you personally..."* is replaced by the statement *"This medicine has been prescribed for your child"*.

For non-prescription medicinal products:
"Read this leaflet carefully because it contains important information for you.
This medicine has either been prescribed for you personally by your doctor, or you have obtained it without a medical prescription from a pharmacist or drugstore. Always use this medicine exactly as described in this leaflet or as instructed by the doctor, pharmacist (or druggist) in order to obtain the greatest benefit.*
Keep this leaflet. You may need to read it again."

** only for medicines in dispensing category D*

If the medicinal product is used exclusively in children, the fixed text can be adapted accordingly by the authorisation holder subject to an application with reasons. In this case the statement *"This medicine has either been prescribed for you by your doctor…"* is replaced by the statement *"This medicine has either been prescribed for your child by your doctor…"*.

2.2 "Name of the medicine"

d) … (name of the medicine), Pharmaceutical form
e) "Herbal medicinal product"

Mentioning 2b is optional if it is also part of 2a

[5] The number preceding the heading should be omitted
[6] The order of sections 1 and 2 can be switched on request

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2.3 "What … is and what it is used for"

If pharmacological properties are to be listed and **no** clinically controlled evidence of efficacy exists:

- *"(e.g. diuretic) properties are traditionally attributed to (the plants contained in ...) ...."*
- *"(medicine XY)... is used in ..."*

If clinically controlled evidence of efficacy exists, the properties of the plants or medicine can be mentioned in the following manner:

- "(the plants contained in ...) are effective in ..."
- "(medicine XY) is effective in ..."

For prescription-only medicinal products:
"Subject to prescription by a doctor."

The indication should be worded in language that is understandable to a layperson.
Where useful, reference should be made to other pharmaceutical forms, e.g. for medicinal products available with and without alcohol.

2.4 "What you need to know before you take/use ..."

Note for diabetics if required by the sugar content per single dose: *"This medicine contains … g of utilisable carbohydrates per single dose."*

This section is not compulsory. Where necessary and/or useful, it should provide additional health-related information that goes beyond the purely medical treatment, e.g. dietary measures, note to consult a doctor if the symptoms persist, general rules of conduct (e.g. adequate fluid intake for urinary tract infections), information about concomitant illnesses), effects on the urine (e.g. discolouration), faeces (e.g. note on excretion for matrix tablets), contact lenses (compulsory for ophthalmic preparations).
The statement "*This medicine contains ... g of utilisable carbohydrates per single dose"* should be listed only from a content of >5 g per single dose and should include instructions for diabetics. If this statement is included even for a low content of utilisable carbohydrates, it should be added that the medicinal product is nevertheless suitable for diabetics.

2.5 "Do not take / use ... or take / use ... only with caution"

For herbal medicinal products containing an excipient of particular interest: Statements according to Ann. 3a TPLRO.

For all excipients of the medicinal product listed in Ann. 3a TPLRO (pharmaceutical excipients of particular interest), the warnings presented in the column headed "Information in the package leaflet" of Ann. 3a TPLRO should be stated.

Additional statements in other sections may be stipulated for excipients of particular interest in Ann. 3a TPLRO, and these should also be adopted in these cases. Texts that relate to specific patient groups should be mentioned only if they are relevant (i.e. if no contraindication exists for the relevant patient group).

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	Contraindications should be stated in language understandable to the patient (e.g. "glaucoma", "severe liver and gallbladder diseases", "kidney disorders", "not for adolescents or children under ... years"). Precautions and interactions should be explained in understandable terms. Interactions with medicines should be stated, possibly including the name of the substance or medicinal product groups (e.g. anti-infective medicines containing the antibiotic XY). Interactions with food should be mentioned.
If applicable: *"This medicine may affect reaction times or the ability to drive and use tools or machines"*	This fixed text can, where useful, be modified or supplemented by explanatory comments, e.g. for eyedrops: *"There is no evidence to date to suggest that the ability to drive and use machines is affected by the use of …. However, since blurred vision can occur after the use of … , you should not drive a vehicle or use machines until you can see clearly again."*
If no contraindications or precautions exist: *"There are no known restrictions on use. No special precautions are required if the medicine is used correctly."*	
"Tell your doctor, pharmacist (or druggist) if you* ▪ *suffer from other illnesses,* ▪ *have any allergies or* ▪ *are taking (or outwardly applying[1]) any other medicines (including those bought over the counter)."* ** only for medicines in dispensing category D* *[1] for external preparations and in specific cases*	The third bullet point can also be stated as follows: *1. using other medicines (including those bought over the counter)."* This fixed text can, in exceptional cases and on request, be accompanied by additional remarks where useful, e.g. for eyedrops: *"Tell your doctor, pharmacist (or druggist*) if you* *2. suffer from other illnesses,* *3. have any allergies or* *4. are taking or using in the eye any other medicines (including those bought over the counter)."*

2.6 "Can … be taken/used during pregnancy or breast-feeding?"

If applicable: *"Experience to date has not shown any risk to the child if the medicine is used correctly. However, systematic scientific investigations have not been conducted. As a precaution, you should, if possible, avoid medicines during pregnancy or while breast-feeding, or ask your doctor, pharmacist (or druggist*) for advice."* The right to employ stricter statements in individual cases is reserved, e.g. for medicines containing alcohol.	The text should be drafted depending on the data situation and based on the Information for healthcare professionals in language that is understandable to laypersons. The right to employ stricter statements, where applicable, is reserved.

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*only for medicines in dispensing category D

If this section does not apply (e.g. for prostate medicines, medicinal products for children), *not applicable* can be added.

2.7 "How to take/use …"

For prescription-only medicinal products:
"Do not deviate from the prescribed dosage. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor or pharmacist."

For non-prescription medicinal products:
"*Keep to the dosage stated in the package leaflet or prescribed by your doctor. If you believe that the effect of the medicine is too weak or too strong, talk to your doctor, pharmacist (or druggist*).*"
** only for medicines in dispensing category D*

Information on usual use and on the dosage range: for collective texts ensure that the pharmaceutical form, indication, age group are clearly assigned.

State single dose, daily dosage and, if necessary, maximum dose and duration of treatment.

Stated in units of the pharmaceutical form (e.g. capsules, tablets, drops), with statements on use (e.g. "in the morning", "before/during/after meals" (stating the time), "with a glass of water", "do not take together with milk", "do not chew", "swallow whole", "take only when diluted with water", "shake before use", "do not use cloudy solution").

Information on preparation, childproof closures, possibly pictures if this seems useful.

If a tablet is divisible and has to be divided for dosing purposes, this must be mentioned.

If tablets possess a decorative line/notch and are not divisible, the fact that the tablets may not be divided should be mentioned. If the tablets are not suitable for administering a partial dose but can be divided for the purpose of easier administration, this fact must be mentioned.

Reference to the possibility of deviating instructions by the doctor.

If necessary or useful, a statement on what should be done if a dose is accidentally forgotten or an excessive dose has been taken or if the medicine is discontinued.

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If no data are available on doses for children or adolescents, the use should be restricted to adults and a corresponding statement included, e.g.: *"The use and safety of ... (name of the medicine) in children and adolescents (or in children under ... years) have not been investigated to date."*
The medicine should therefore not be used in this(these) age group(s). For non-prescription medicinal products, the fact that self-medication in children, particularly small children under 2 years, is often undesirable should also be taken into consideration. This must be specified here (e.g. "Use only on medical prescription for small children under 2 years.

Restricted use in paediatrics: Likewise, if applicable, the sections "Do not use ..." or "When is caution required when taking / using ...?" must be adapted accordingly.

2.8 "Possible side effects"

"If you get any side effects, talk to your doctor, pharmacist (or druggist). This particularly includes any possible side effects not listed in this leaflet."*

* only for medicines in dispensing category D

The side effects of the active substances and excipients (symptom that patients can observe themselves) should be listed in order of frequency and rated according to their importance. An additional summary of the most important side effects at the start is permitted.

Rules of conduct for the patient if side effects occur (e.g. "inform doctor", "consult a doctor immediately", "do not continue taking the medicine") and possible steps to reduce risk should be described.

If no side effects are known, the following wording should be selected:
"No side effects have been observed to date for … when used correctly. If you do get any side effects however, talk to your doctor, pharmacist (or druggist)."*

** only for medicines in dispensing category D*

2.9 "What else needs to be observed?"

"Do not use this medicine after the expiry date ("EXP") stated on the container."

**This statement is omitted if the "use by..." date is printed on the container.*

Instead of "EXP" the word "Expiry" can also be included in the fixed text.

If the statement "use by" is printed on the container, the fixed text can be omitted or adapted with the "use by" phrase instead of "EXP".

If applicable:
Use-by period after opening

A statement on correct storage should be provided, possibly including a reference to signs of decomposition.

If necessary, a reference to the use-by period after opening (e.g. for eyedrops, cough syrup, etc.) should be included. The use-by period must be substantiated in the quality documentation.
A reference to disposal, destruction or return of the medication after the end of treatment or on expiry is optional.

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Depending on the quality documentation, the following statements are possible as storage instructions:

"Do not store above 25°C."
"Do not store above 30°C."
"Store at room temperature (15-25°C)."
"Store at 15-30°C."
"Store in the refrigerator (2-8°C)."
"Store in the freezer (below -15°C)."
"Do not store in the refrigerator."
"Do not freeze."
"Store in the original packaging."
"Keep the container tightly closed."
"Keep the container in the outer carton in order to protect the contents from light and moisture."

The term "store" [lagern] or "keep" [aufbewahren] may optionally be used in the storage instruction.

The storage instructions must be worded identically in the Information for healthcare professionals, Patient information and packaging texts.

The storage instruction can be combined with the warning regarding children.

Warning regarding children (e.g. *"keep out of the reach of children"*)

"Your doctor, pharmacist (or druggist)[2] can give you more information. These individuals possess the comprehensive Information for healthcare professionals."*
** only for medicines in dispensing category D*

The sentence concerning the Information for healthcare professionals can be omitted for those medicines that only come with a Patient information.

2.10 "What … contains"

Names of the herbal effective constituents in the respective official language; pharmaceutical form and active substance with quantity per unit.

If applicable:
Excipients (short names in the respective official language, incl. E number)

When stating the herbal active substances, the requirements for the "Composition" section of the Information for healthcare professionals should be observed.
Precise details of the specific pharmaceutical preparations (e.g. "alcohol content... % by volume", for medicinal products with more than 100 mg alcohol per single dose) should be provided.
When stating the excipients, the requirements for the "Composition" section of the Information for healthcare professionals and the statements in Ann. 3a TPLRO should be observed.
A negative declaration (e.g. "lactose-free", "does not contain gluten") is not permitted. Warnings about gluten or lactose according to Ann. 3a TPLRO should be added under "Do not take / use ... or take / use ... only with caution".

If an active substance or excipient of a medicinal product contains a genetically modified organism (GMO), this must be labelled as follows: *"contains genetically modified X" (Art. 27 para. 2 TPO).*

If the medicinal product contains, or may contain, substances derived wholly or partly from GMO, this must be labelled as follows: *"manufactured from*

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genetically modified X" (Art. 27 para. 3 TPO in conjunction with Art. 8 para. 1 GMFO).

2.11 "Marketing authorisation number" (Swissmedic)

Marketing authorisation number, Swissmedic in brackets

2.12 "Where can you get …? What packs are available?"

Depending on the dispensing category, the following fixed texts should be used:

A: *"In pharmacies on presentation of a medical prescription that is intended for single use only."*

B: *"In pharmacies only on presentation of a medical prescription."*

D: *"In pharmacies and drugstores without a medical prescription."*

E: *"This medicinal product is available over the counter."*

If individual packs are not available on the market, the applicant may, on its own responsibility, add the statement "currently not available on the market" in brackets after the respective pack(s). Hospital packs must not be listed in patient information.

Any medical devices included in the pack (applicators, alcohol wipes, etc.) must be listed here.

Addition: "with score line/notch"
If the divisibility of the tablet for administering a partial dose is not proven, but the tablet can still be divided, a comment should be included in the "How to take/use..." section to the effect that the tablet may be divided at the score line only for easier administration, but not for administering a partial dose.

Addition: "divisible" or "with score line/notch, divisible"
This addition may be included only if the divisibility of the tablet for administering a partial dose is proven in the documentation on quality. No other comment may be added.

Addition: "Decorative line/notch"
If the tablet cannot be divided, but is provided with a (non-functional) line or notch, the addition "with decorative line/notch" should be used. A statement to the effect that the tablet may not be divided at the decorative line should be included in the "How to take/use..." section.

2.13 "Marketing authorisation holder"

(company name and registered address as per the commercial register)

Minimum compulsory information:
Company name and locality. If the postcode is omitted, the cantonal abbreviations should be stated for localities that occur more than once in Switzerland.

Variant A: If the legal registered address and the company domicile (postal address) are identical, the following should be stated:
Marketing authorization holder: **Company name**, *division, street, P.O. box, CH-postcode,* **locality**, *Switzerland.*
Bold: compulsory (name of company and registered address as per the commercial register);
Italics: optional (division, street, P.O. box, postcode, Switzerland), may be selected individually or in

	combination. If required for identification purposes, the locality of the registered office may, in exceptional cases, be combined with the nearest large town (e.g. Geneva-Meyrin). Variant B: If the legal registered address and the company domicile (postal address) are not identical, variant B can be selected: Marketing authorization holder: **Company name**, *postcode,* **locality.** Domicile (or postal address, or address): *Company name, Division, street, P.O. box, CH-postcode,* **locality**, *Switzerland.* **Bold:** compulsory (name of company and registered address as per the commercial register); *Italics:* optional (the postcode is permitted for the domicile but should be avoided since it can lead to mix-ups with the domicile address). References to Internet and e-mail addresses and telephone numbers may not be stated. This section can also be added at the end of the three language versions of the Patient information. The logo of the marketing authorisation holder may be included.
"Supplier": Name of company, place (optional)	This section is optional. It may be included if the marketing authorisation holder can demonstrate that the supplier possesses a corresponding wholesale trading licence. This section can also be added at the end of the three language versions of the Patient information.

2.14 "Manufacturer"

Name of company, place (optional)	This section is optional. If all manufacturing steps (incl. quality controls) are carried out by the same company, this company can be listed as the manufacturer. If the manufacturing steps are carried out by various companies, only the company stated as the manufacturer is allowed to issue the batch certificate. If several companies issue batch certificates, either all companies or none should be listed. The manufacturer's logo may also be included provided the manufacturer is stated as a separate section.

2.15 "This package leaflet was last revised by the medicines agency (Swissmedic) in … (month/year)."

The date of revision of the text is determined by Swissmedic (see corresponding details in Ann. 1).

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Part D - Requirements for the Patient information for medicinal products used in Asian medicine with no indication

(according to Art. 14 in conjunction with Ann. 5.4 TPLRO)

For the Patient information for Asian medicines with no indication, and which are notified on the basis of Art. 31 KPTPO, the requirements stated in Ann. 5.4 TPLRO should be satisfied and their fixed texts used.

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Annex 1 – Updating the "date of revision of the text"

The "date of revision of the text" is updated when the content/scientific information is modified in the sections marked "Yes" below. This date is not updated after purely formal changes.

IHP section	PI section	Section/Title/Content	Requirement to update the "date of revision of the text"
1.	2.	Name of the medicinal product (registered trademark)	No
2./3.	11.	Composition Pharmaceutical form and active substance quantity per unit	Yes
4.		Indications/Uses	Yes
5.	8.	Dosage/Administration	Yes
6./7./8./9.	5./6./7.	Contraindications (IHP: absolute contraindications) Warnings and precautions Interactions Pregnancy, lactation	Yes
10.		Effects on ability to drive and use machines	Yes
11.	9.	Undesirable effects	Yes
12.		Overdose	Yes
13.	3.	Properties/Effects [PI: What … is and what it is used for?]	Yes
	4.	Additions	Yes
14.		Pharmacokinetics only if new findings exist	Yes
15.		Preclinical data	Yes
16.	10.	Other information	Yes
17.	12.	Authorisation no.	No
18.	13.	Packs	No[1]
19.	14.	Marketing authorisation holder	No
	15.	Manufacturer	No

[1]Exception: change in the dispensing category

In the case of first authorisations and changes to the product information texts for medicinal products with new active substances (NAS) as well as biosimilars and medicinal products with known active substances (KAS) and their own product information, the "date of revision of the text" corresponds to the date of the preliminary decision. If, following the preliminary decision, the text is revised by the applicant and checked again by Swissmedic, the text revision date corresponds to the date of the last text review by Swissmedic.

In the case of first authorisation of KAS with no innovation and of medicinal products introduced on the market (Art. 14 para. 2 TPA) that are based on the reference medicinal product, the date ("date of revision of the text") always corresponds to the date of the reference medicinal product. In the case of

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first authorisations of co-marketed medicinal products, the "date of revision of the text" always corresponds to that of the basic product.

If changes are made to KAS with no innovation, co-marketed medicinal products and launched medicinal products (Art. 14 para. 2 TPA) based on the reference medicinal product or basic product, this date always corresponds to the date of the reference medicinal product or basic product. If sections 4-15 of the Information for healthcare professionals for a KAS without innovation are identical to those for the reference medicinal product, this also applies if the changes are made in those sections that are allowed to deviate from those for the reference medicinal product (sections 1-3 and 16-19 of the Information for healthcare professionals), and also for adaptations made, for example, to specific indications or dosage recommendations after the first applicant protection period has expired.

For type IA and IA_{IN} variations that require modification of the product information texts – and subject to the above-mentioned requirements – the date of revision of the text should, where appropriate, be updated by the authorisation holder to the implementation date (month / year).

For type IB variations – and subject to the above-mentioned requirements – the date of application submission (month / year) should, where appropriate, be selected as the date of revision of the text.

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Annex 2 – Special requirements for the "Information for healthcare professionals" for radiopharmaceuticals

The "Information for healthcare professionals" for radiopharmaceuticals is essentially based on the requirements explained in this guidance document. Special aspects of radiopharmaceuticals are detailed below.

Special aspects

a) Radionuclide generators

All currently authorised radionuclide generators produce eluates, which are used not only for labelling other molecules in vitro, but also (e.g. technetium generators) or exclusively (krypton generator) for direct administration to patients. Consequently, the "Information for healthcare professionals" for generators does not differ substantially from that for other radiopharmaceuticals and is not restricted to instructions for use.

b) Labelling preparations

The "Information for healthcare professionals" provided with labelling preparations contains all the specific information on the radionuclide or medicinal product, with cross-references to the "Information for healthcare professionals" of the medicinal products to be labelled.

c) Units of measurement

SI units should be used: Activity in becquerels (Bq, MBq, ...), energy dose in gray (Gy, cGy, ...), equivalent dose in sieverts (mSv, µSv, ...). Other (obsolete) units such as Ci may no longer be used.

Section / Title / Content	Notes
Name of the medicinal product	(no special aspects)
Composition: Active substances	**Pure radionuclide, labelled compound ready for administration (a) / Labelling preparations (d)** Type and activity of the radionuclide **Labelling kit (b)** Full chemical, qualitative and quantitative description ▪ of the carrier molecule ▪ of the labelled medicinal product **Generators (c)** Parent and daughter nuclides Activity
Excipients	**Generators (c)** incl. column material
Specifications	**Pure radionuclide, labelled compound ready for administration (a) / Labelling preparations (d)** ▪ Radionuclide purity ▪ Radiochemical purity **Labelling kit (b)** ▪ Radiochemical purity / labelling yield ▪ Specific activity **Generators (c)** Radionuclide purity
Pharmaceutical form and active substance quantity per unit:	In addition to the pharmaceutical formulation, also define: ▪ Ready-to-use radiodiagnostic / radiotherapeutic agents for direct administration (a) ▪ Labelling kit (b) ▪ Generators (c) ▪ Labelling preparation (d)* *Radiological Protection Ordinance (RPO), Ann. 1, term: “Radiopharmaceuticals”

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Section / Title / Content	Notes
Indications / Uses:	The indications should be worded as precisely as possible and reflect the results of clinical studies. It must be clearly stated whether the medicinal product is for diagnostic or therapeutic use. Radiodiagnostic / radiotherapeutic agents
Dosage / Administration:	Separate dose for each indication and administration route; doses for individual age groups ▪ Adults ▪ Children Special dosage instructions (e.g. renal insufficiency) Nature / duration / repetition of administration. **Radiodiagnostic agents** The modalities for recording images and the preconditions for appropriate imaging should be described in detail. **Radiotherapeutic agents** A scintigraphic investigation of distribution is mandatory prior to the administration of the therapeutic agent (Open Sources Ord. Art. 31).
Radiation exposure:	Tables in accordance with recognised reference works (ICRP). Select unit (e.g. μGy/MBq) so as to produce round numbers.
Contraindications (absolute contraindications):	Hypersensitivity to the active substance or any of the excipients.
Warnings and precautions:	**Radiotherapeutic agents** Risk/benefit ratio with regard to (secondary) neoplasms; haematological monitoring, etc.
Interactions:	Mention medicinal products that could interfere with diagnosis or treatment. State and substantiate interference periods. The importance of these medicinal products for the patient should be subject to critical appraisal (e.g. amiodarone in scheduled radioiodine therapy).
Pregnancy, lactation:	Women of childbearing age: Pregnancy should be excluded before administration. Women of childbearing age and men undergoing treatment should use a suitable contraceptive method. Pregnancy (if treatment is not contraindicated): Since treating pregnant women with radionuclides can expose foetuses to radiation, only essential investigations should be performed. Pregnancy (if treatment is contraindicated): The administration of [medicinal product] is contraindicated during pregnancy. Lactation: Before a radiopharmaceutical is administered to a breastfeeding woman, the possibility of delaying radionuclide treatment until the mother has ceased breastfeeding should be considered, since the radioactivity is secreted in breast milk. If treatment is deemed to be necessary, breastfeeding must be interrupted for [X] hours and the expressed milk discarded.
Effects on ability to drive and use machines:	Only facts are acceptable, not assumptions. If no specific information is available this should be mentioned. The patient's underlying illness should be considered. If the medicinal product is only to be administered to hospital inpatients, this fact must be explicitly mentioned.
Undesirable effects:	Tabular presentation of side effects arranged by organ class according to the MEDDRA system. State frequency where possible.

Section / Title / Content	Notes
Overdose: ▪ Symptoms ▪ Treatment ▪ Antidote	**Labelling kit (b)** The effects of the irradiation of the nuclide, the free carrier molecule / labelled molecule should be listed separately.
Properties / Effects: ▪ ATC code ▪ Physical properties ▪ Chemical properties ▪ Mechanism of action / pharmacodynamics ▪ Efficacy	 **Pure radionuclide, labelled compound ready for administration (a), radionuclide generators (c), labelling preparations (d)** The physical properties of the radionuclide (half-life, activity of the daughter nuclide, type and energy of the beam, ...) should be stated in detail. **Labelling kit (b)** The effects of the free radionuclide, the free carrier molecule and the labelled molecule should be differentiated and described separately. **Radiodiagnostic agents** Information on imaging, diagnostic value, specificity and sensitivity of diagnosis in respect of the diagnostic question. **Radiotherapeutic agents** Clinical efficacy.
Pharmacokinetics: ▪ Absorption ▪ Distribution ▪ Metabolism ▪ Elimination Kinetics in specific patient groups	with / without blockade (e.g. iodine). Elderly patients, paediatrics, renal / hepatic insufficiency.
Preclinical data	LD50 values should be replaced by a safety factor or NOED. Toxicological studies with [mice, rats] showed that a single intravenous injection of […] and […] mg/kg did not cause any deaths. No toxicity was observed following repeated administration to [rats / mice] of […] mg/kg/day over a period of […] days. This medicinal product is not intended for regular administration. Genotoxicity and carcinogenicity studies have not been carried out. Conventional studies of safety pharmacology, repeated dose toxicity, genotoxicity, carcinogenic potential, toxicity to reproduction and development have not revealed any relevant safety risk for humans. Effects in preclinical studies occurred only at exposures that exceeded clinical exposure by a sufficient safety margin. Adverse reactions not observed in clinical studies, but seen in animals at exposure levels similar to clinical exposure levels and with possible relevance to clinical use were as follows: **Labelling kit (b)** The effects of the irradiation of the nuclide, the free carrier molecule / labelled molecule should be listed separately.
Other information: ▪ Incompatibilities ▪ Effects on diagnostic methods ▪ Shelf life ▪ Special precautions for storage	 Mixing other medicinal products with radiopharmaceuticals is generally not indicated. With waiting periods Shelf life and, in particular, use-by period for the packed medicinal product and the prepared ready-for-administration medicinal product. Calibration date, expiry date. For the packed medicinal product For the ready-for-administration preparation.

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Section / Title / Content	Notes
▪ Instructions for handling	**Labelling kit (b)** Labelling specification: Required accessories, eluents, instruction sheet. Quality control of radiochemical purity / labelling yield, chromatography systems, sterility, etc. (Open Sources Ord., Ann. 4). **Generators** Quality control e.g. control of molybdenum breakthrough in technetium generators (Open Sources Ord., Ann. 2). **Radiotherapeutic agents** Specify whether outpatient or inpatient, with cross-reference to radiation protection information ("Other information" section) (Open Sources Ord. Art. 34 ff.)
▪ Legal provisions	National legal provisions on working with radiopharmaceuticals; measures relating to patients, waste disposal, radiation protection information (RPO, Open Sources Ord.).
Licence symbol	(no special aspects)
Packs (stating the dispensing category)	State activities and volumes. Sales category A for all radiopharmaceuticals.
Marketing authorisation holder (manufacturer optional):	(no special aspects)
Date of revision of the text:	(no special aspects)

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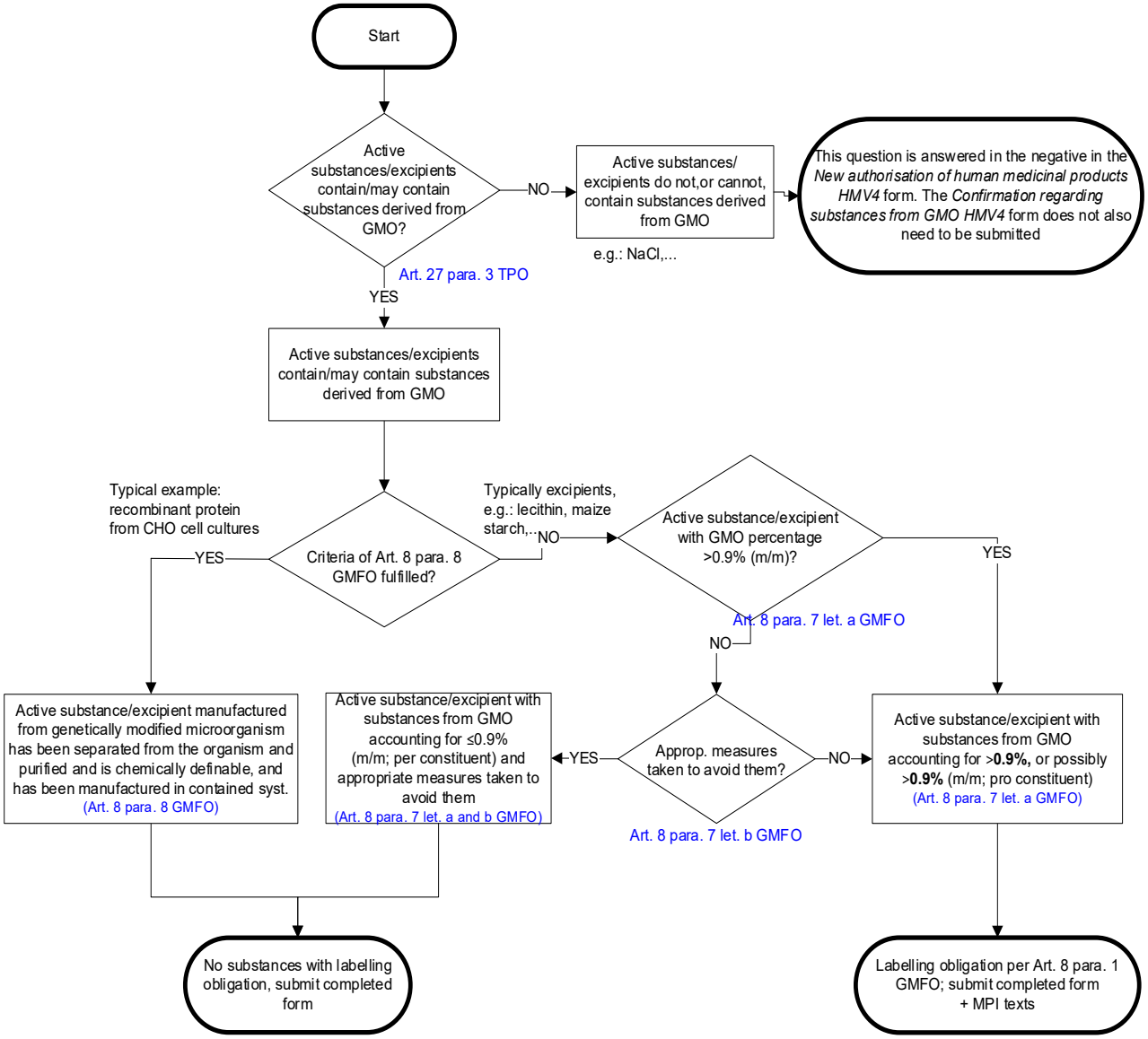
Annex 3 – Decision tree for GMO labelling



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Annex 4 – Recommended presentation in the "Interactions" section

The following structure is recommended to ensure a clear presentation of the pharmacokinetic interaction potential:

"Effect of other agents on the pharmacokinetics of active substance xy"

The individual active substance groups should be highlighted in the following sections, e.g. *"CYP3A4 inhibitors: …..", „"CYP3A4 inducers: ….. ".*

Concomitant use contraindicated

Concomitant use not recommended

Other interactions

"Effect of active substance xy on the pharmacokinetics of other agents"

Concomitant use contraindicated

Concomitant use not recommended

Other interactions

If extensive interaction data are available, a tabular presentation according to the sample table below is recommended after the mechanistic description of the interaction potential.

Example:

"Table x shows the geometric mean ratios (GMR) for the pharmacokinetic parameters during administration with/without concomitant medication with 90% confidence intervals (CI). "

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Table x: Interactions between the (individual) active substance(s) of medicinal product xy and other medicinal products

Active substance by therapeutic area (Dosage regimen)	Effects on drug concentration. GMR (90%-CI) (Possible interaction mechanism)	Recommendation on concomitant use
Rifampicin (600 mg q.d. for XX days), Active substance xy (100 mg single dose)	Active substance xy: AUC: GMR (90% CI) C_{max}: GMR (90% CI) (Induction of CYP3A)	Concomitant use is contraindicated
Active substance A/ active substance B (100/200 mg single dose) Active substance xy (50 mg single dose)	Active substance A: AUC: GMR (90% CI) C_{max}: GMR (90% CI) Active substance B: not investigated Expected: No clinically relevant interaction Active substance xy: AUC: GMR (90% CI) C_{max}: GMR (90% CI) (Inhibition of P-gp)	No dose adjustment recommended

Notes on the sample table

- The table should be structured by therapeutic area
- In addition to the individual active substances, the dosage administered in the interaction study should also be entered in the 1st column.
- Arrows to visualise the interaction effects should be avoided.
- In addition to the results for the individual active substances, the possible interaction mechanism should also be entered in the 2nd column.
- For medicinal product combinations, all available or expected interactions between the individual active substances should be entered in the same row, so that a recommendation on use can be stated for the product combination, not just for individual active substances.
- Sample 2nd row: Presentation of the interaction results for a medicinal product with just one active substance xy in combination with rifampicin
- Sample 3rd row: Presentation of the interaction results between active substance xy and the active substances A and B in a medicinal product combination.

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