TOPIC: MEDICATION, ADMINISTRATION OF

PURPOSE: To set forth clinical standards and procedures for administering medication via oral or subcutaneous/intramuscular routes.

LEVEL OF RESPONSIBILITIES:

All Clinical Staff

POLICY: PCC recognizes that many staff are qualified to administer medications, however all medication must be administered under a written order by a provider and staff other than licensed nurses must administer medications under the direct supervision of a provider. In addition, PCC recognizes that due to the large number of medications used in healthcare, it is imperative that staff take steps to minimize the potential for error whenever possible. PCC is committed to taking measures to minimize such failures by releasing a list high-alert medications as well as look alike/sound alike medications used at PCC and additional precautions to take when administering them.

PROCEDURE:

1. Providers order medication including dose and route; this order must be in writing on encounter. Provider reviews contraindications and potential reactions to medications with patient.

2. Staff members preparing and administering medication will address the "rights" of medication administration:
   - Right patient
   - Right medication
   - Right dosage
   - Right route
   - Right time

These "rights" are followed for all patients receiving medications for all possible routes each and every time.

3. General clinical actions will include:
   - After checking the order, read the label three times while preparing the drug: while medication is on the shelf, again while removing the patient dose, and again when returning container to shelf when multi-dose vial is used.
   - Inspect each medication evaluating the integrity of the medication and expiration date. If any cloudiness, sediment, or particles are found or the medication is expired, medication should not be used and a site Manager should be notified.
   - Place each medication in a separate container or label each syringe separately if more than one injection must be given.
   - Refer to package insert for specific guidelines as needed.