

 <p>Connecticut Valley Hospital Nursing Policy and Procedure</p>	<p>SECTION F: MEDICATION POLICIES & PROCEDURES CHAPTER 23: MEDICATION MANAGEMENT</p> <p>POLICY AND PROCEDURE 23.3: Preparation and Administration – Middletown and Blue Hills Campus</p>
<p>Authorization: Nursing Executive Committee</p>	<p>Date Effective: May 1, 2018 Scope: All Nurses</p>

PURPOSE: To ensure that all CVH patients receive correct medications by following the proper procedure for preparation and administration.

POLICY: Only Nurses may be present in the medication area. Activities in the medication room are limited to preparation and administration of medication. Nurses may not take bags or personal belongings into the medication room.

Throughout CVH, when medication is administered, staff will identify the correct patient by using two forms of identification as follows:

- i. The digital image (photograph) of the patient located on the Medication Administration Record (MAR).
- ii. Asking the patient his/her name.

If a patient refused to have a picture taken, a third acceptable alternative is to ask the date of birth. If the patient is unable to state name and /or date of birth, two staff who know the individual shall identify the patient.

Medications may be administered to the patients one hour before or one hour after the prescribed administration time. If a medication is identified as *time-critical* by the Pharmacy (see below), it must be administered within 30 minutes before or after the prescribed time.

Time-critical, scheduled medications are those for which an early or late administration of greater than 30 minutes might cause harm or have significant impact on the intended therapeutic or pharmacological effect (i.e. medication prescribed four times daily). Pharmacists will monitor and review recommendations with Attending Psychiatrist or Ambulatory Care Services Provider.

Controlled Substances removed from Medication Cart will be immediately administered.

PROCEDURE:

1. Perform hand hygiene prior to preparing and/or administering medications for each patient.
2. Prepare one patient's medications at a time:
 - **Middletown campus:** remove from the Pyxis MedStation
 - **Blue Hills campus:** remove from medication cart
3. Check each patient's medication packets against the MAR for the **Six Rights**:
 - **Correct patient**
 - **Correct medication**
 - **Correct dosage**
 - **Correct time of administration**
 - **Correct route of administration**
 - **Correct documentation**
4. A Mental Health Assistant will be assigned to the medication pass in escorting patient to the med room. When not administering medications to patients, the Service Door should be closed at all times. This is to ensure that patients cannot: (1) disrupt the process of preparing and administering medications, (2) gain access (*ex. reach into the medication room to take medications or unlock door*) and (3) endanger the nurse assigned to this duty.
5. Before administering the medication to the patient, visually inspect for particulates, discoloration or other signs of compromised integrity.
6. Review all medications with patient. Provide education as to the rationale for each and address any concerns or questions.

Review medications and associated risk ratings identified as hazardous medications by CVH pharmacy and hazardous medication poster in your med room and follow guidelines for additional PPE needed at time of medication administration and disposal as indicated.

- Administration of any medication on the hazardous medication list requires a pair of non-sterile gloves or more be worn prior to removing medication from unit dose packaging or multi-use vial/container and while administering to patient.
7. Remove the medication from packaging in front of the patient and place in medication cup.
 - Dilute oral psychotropic concentrates **immediately** before administering.
 - Dissolve methadone tablets just prior to administration.
 8. Administer medications to patient.
 9. Ensure that the patient has properly taken the medication via diligent mouth checks (under the tongue and sides of mouth while paying attention to the hands).

Any medication removed from its packaging and not administered to the patient, will be disposed of in the secure sharps container in the medication room.

10. If gloves or other PPE was worn for the administration of a hazardous medication, remove and dispose of the PPE following proper procedures for removal and disposal.
11. Perform hand hygiene.
12. Document administration of the medications immediately after mouth checks in the MAR by initialing the appropriate box. Full name and initials must be entered at top of the MAR.
13. Repeat this entire process with all patients, one at a time.
14. Review MAR at the end of the medication pass to ensure that all patients have received their medications and there are no signature/initials omitted.
15. Notify the Pharmacy of any discrepancy with medication reconciliation between the Pyxis and the MAR. If discovered, the Nurse will complete a Medication Event Reporting Form (MERF) and forward to the Registered Nurse Supervisor.
16. Clean equipment and restock supplies.
 - n administering PRN medication, document the effectiveness in the result column of the MAR within 60 - 90 minutes of administration.
 - The Nurse will monitor a patient after the first dose of all newly prescribed medications for signs and symptoms of adverse drug reactions.
 - Any change in a patient's medical condition shall be reported immediately to the Medical Provider and documented in the Integrated Progress Notes and Inter-shift Report.
 - Any medication removed from its packaging and not administered to the patient, will be disposed of in the secure sharps container in the medication room.