

WHITING FORENSIC HOSPITAL

Nursing Policy and Procedure Manual

SECTION F: MEDICATION POLICIES & PROCEDURES

CHAPTER 23: MEDICATION MANAGEMENT

POLICY & PROCEDURE 23.3: PREPARATION AND ADMINISTRATION

PURPOSE: To ensure that all WFH 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 the WFH, 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.

PROCEDURE:

1. Perform hand hygiene prior to preparing and/or administering medications for each patient.
2. Prepare one patient's medications by removing from the Pyxis MedStation.
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. Request assistance from Mental Health Worker/Forensic Treatment Specialist assigned to the medication pass in escorting patient to the med room.
 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.
 7. Perform hand hygiene then remove the medication from packaging in front of the patient.
 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).
 10. 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 each MAR.
 11. Repeat this entire process with all patients, one patient at a time.
 12. 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.
 13. 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.
 14. Clean equipment and restock supplies.
 15.
 - When administering PRN medication, document the effectiveness in the result column of the MAR within 60 to 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.