

MICHAUD RESIDENTIAL HEALTH SERVICES

DEPARTMENT

SUBJECT

NURSING

MEDICATION ADMINISTRATION

POLICY:

It is the policy of Michaud Residential Health Services that the Nursing Department properly administers prescribed medications to its residents. This shall be done by licensed nurses, who will also be responsible for monitoring and documenting, including the effects of the medication. Licensed nurses only will be permitted access to drug storage areas of each nursing station. Physician's orders or advanced practice registered nurse orders are required for all medications. Michaud Health Services uses QuickMar system for the MAR.

PROCEDURE:

1. All equipment and supplies necessary for the administration of medications shall be obtained and placed on medication cart before beginning the medication pass process. If narcotics and controlled drugs are dispensed, they are to be locked in control drug drawer and Narcotics and Control Log is to be placed on cart. After the medication pass, narcotics are to be returned to the double locking narcotic cabinet in the med room.
2. All nursing units shall be equipped with up-to-date drug handbooks or PDR so nurses may look up medications to become familiar with effect, common adverse reactions, usual dose, and routine.
3. Hands shall be thoroughly washed before and after each administration of medication. Hand cleanser may also be utilized.
5. Bring medication cart to an area adjacent to resident room.

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Administrator Date

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Prepared By Date

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Distribution:

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PROCEDURE (CONT'D):

5. Check Medication Administration Record (MAR). Read each order entirely.
6. Remove medication from drawer. The drug label is to be checked three (3) times against the MAR before pouring and returning to the drug drawer.

SUGGESTION: Remove medication blister pack from drawer. Check med label with MAR. Select med to be given at that pass (first check). Pour med into med cup (second check). Replace in drawer (third check).

7. If there is any discrepancy between the MAR and the label, check orders before administering medication.
8. If the MAR and label are not alike, check the Physician's Order Sheet. If unclear, call supervising nurse who will contact supplying pharmacy to make clarification or correction. The Supervisor will make the decision whether medication will be given and if the medication blister pack needs to be returned to pharmacy for correction. A label in error will be marked with the red sticker stating, "Directions changed. Refer to Medication Administration Record". In this case, the nurse is to use the directions on the MAR until the label is corrected by Pharmacy.
9. Prepare or pour each dose of medication using an appropriate measuring device. The drug is to be examined by the nurse, checking for such factors as discoloration, expiration date, unusual odor, unusual precipitation, etc. ANY concern is to be appropriately clarified prior to the administration of the medication. When pouring liquid medications, shake before if directed and pour with label side up to prevent damaging label.
10. Check off each medication in the correct box in the MAR after the medication is poured and passed.
11. Resident identity shall be ascertained by checking the name band against name on the MAR. In the event that a resident is not wearing an identification band, a staff person who is knowledgeable of the resident in question must visually verify the resident's identity to the medicating nurse medication is administered. Photo identification of each resident is in each MAR.

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PROCEDURE (CONT'D):

12. Explain the procedure to the resident.
13. Give the medication to the resident. Remain with the resident to ensure that the medication is swallowed.
14. Medications must be given to the resident within one (1) hour of specified time on MAR unless special instructions indicate otherwise. Medications are ordinarily not given during meals unless special instructions are given.
15. The nurse shall insure that special instructions have been adhered to regarding medication administration (e.g., "medication to be taken with milk").
16. Medications shall not be double poured (pre-poured) at any time. Once poured, the medication must be given before going on to the next resident. It may not be stored for later use. If it is necessary to waste a medication, either because of refusal or resident not available, it must be flushed down a drain. Wasting of controlled substances requires witnessing by another licensed nurse with written signature of witness.
17. Medications prepared by another staff member shall never be given. Medications supplied for one resident shall not be administered to another resident.
18. Medication cart, if unlocked, shall be in sight of medication nurse at all times. Always keep medication cart locked when unattended. Do not leave medications on top of the cart unattended. Med cart may be taken into resident rooms.
19. A medication may not be left at the bedside unless specifically ordered in writing by a physician. See self-medication policy.
20. Nurses administering drugs shall refer to a current drug book or PDR when unfamiliar with the pharmacology of the drug, its potential for toxic effects or contraindication.
21. If a medication is refused or not given, document on MAR and notify the nursing supervisor for the physician to be notified

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PROCEDURE (CONT'D):

22. If the medication is given at a time different from the scheduled time, record the time given.
23. Apical pulses are taken for 60 seconds before administration of digoxin and are appropriately written in the MAR.
 - a. If the apical pulse is less than 60, notify physician/N.P, unless otherwise specified in the medical order.
 - b. If the apical pulse is less than 60, digoxin is held unless specified by physician/NP.

Documentation:

1. PRN medications are documented on the MAR. The reason and the effect of PRN are to be charted on the PRN record.
2. Any situation that requires monitoring requires an accompanying note.
3. When giving insulin, site rotation is charted in the appropriate space in the MAR.
4. For medication that requires blood pressure (BP) parameters, these parameters are charted in the MAR.

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DOCUMENTATION (CONT'D):

5. If medication is ordered but not present:

- a. Check med cart drawers to see if it was placed with another resident's medications.
- b. Call the supervisor to obtain the medication.
- c. Document in the nurse's notes that medication was unavailable and supervisor was notified.

Return locked medication cart to the medication room after use. Recharge computer when not in use.

Empty trash receptacle on medication cart in the appropriate container in the medication room and clean off cart.

ATTACHMENTS:

Licensed Nursing Staff Signature Record, Form #N-21

