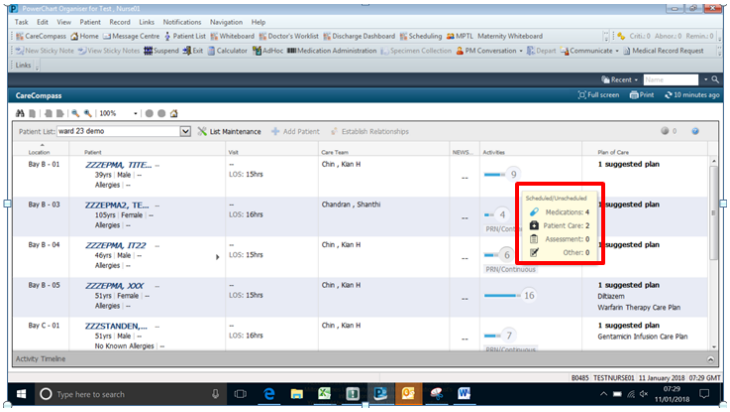
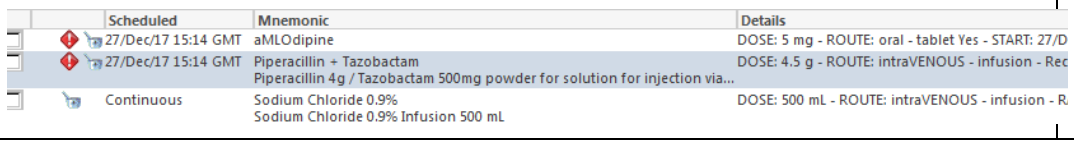
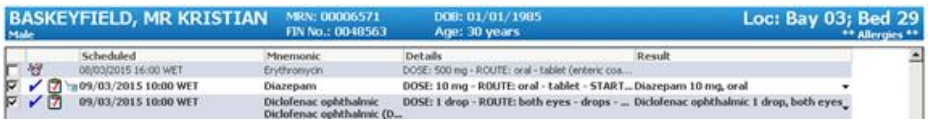
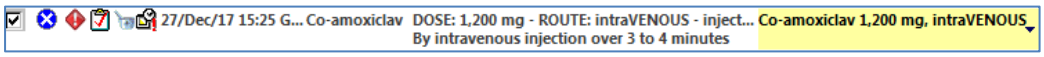
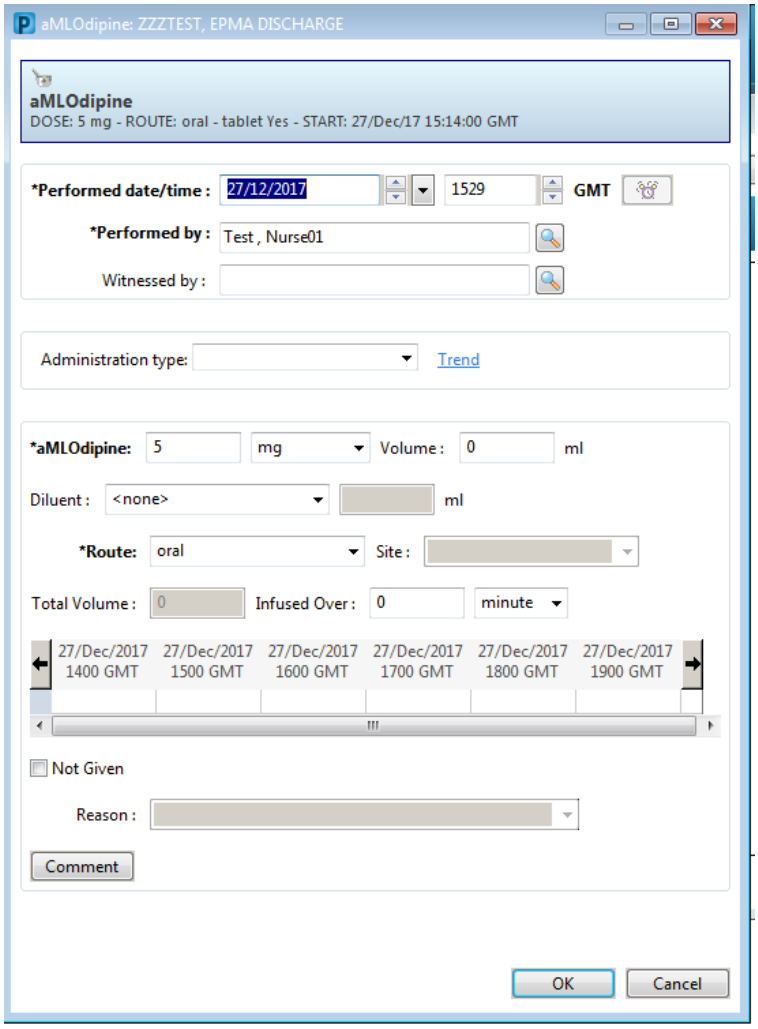
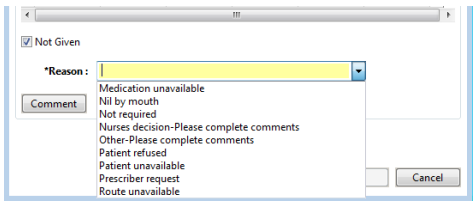
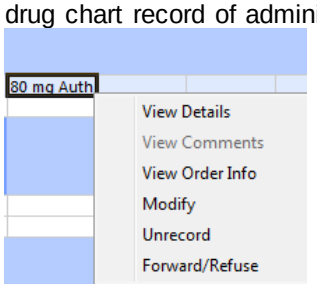
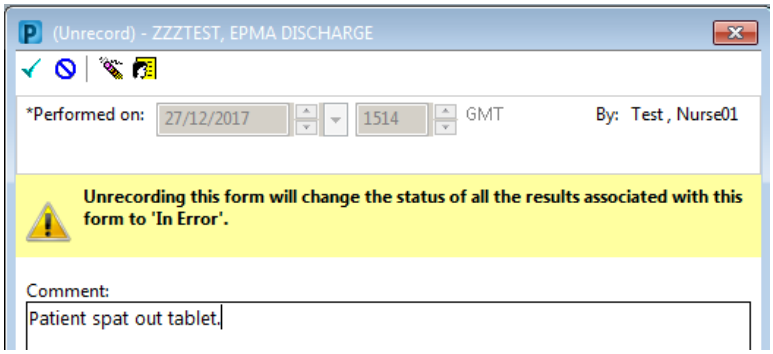
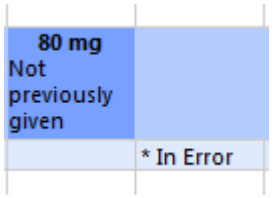
QRG – Medication Administration		
No.	Action	Responsibility
1.	Open up Care compass CareCompass and for your area of responsibility select the relevant patient list after identifying patients with Medication due. 	Nurse, Midwife
2.	Identify the patient you want to administer medication to , select the patient by clicking on their name to open up their record	Nurse, Midwife
3.	Navigate to the Drug chart using the menu	Nurse, Midwife
4.	Click on medication administration wizard Medication Administration	Nurse, Midwife
5.	Scan the patient's wrist band. NOTE: If unable to scan for a valid critical reason you can skip this step by clicking next, however this override function will be monitored. Reporting of the over-riding of wristband scanning will be reviewed as this function is here to improve patient safety by ensuring the ***RIGHT*** patient is given the ***RIGHT*** medication	Nurse, Midwife
6.	A list of due medication will be displayed. This includes continuous infusions and PRN meds. Each medication except PRN and continuous infusions, will show the due time. **NOTE:** Continuous infusions not to be administered from the Medication Administration Wizard - See Administering of IV fluids and Titratable infusions QRG Overdue medication will appear with an alarm clock symbol and a late reason will need to be entered if the medication is administered.  Scheduled / Mnemonic / Details 27/Dec/17 15:14 GMT — aMLOdipine — DOSE: 5 mg - ROUTE: oral - tablet Yes - START: 27/D 27/Dec/17 15:14 GMT — Piperacillin + Tazobactam / Piperacillin 4g / Tazobactam 500mg powder for solution for injection via... — DOSE: 4.5 g - ROUTE: intraVENOUS - infusion - Rec Continuous — Sodium Chloride 0.9% / Sodium Chloride 0.9% Infusion 500 mL — DOSE: 500 mL - ROUTE: intraVENOUS - infusion - R	Nurse, Midwife

7.	Scan the medications where barcode is available. You may need to scan the medication barcode more than once to complete the process which is indicated when a Blue Tick appears next to the Medication scanned.  **NOTE**. If Paracetamol 1g is ordered; and the paracetamol supply comes as 500mg tablets - the barcode would have to be scanned twice 2 x 500mg = 1g If the barcode was scanned 3 x 500mg = 1.5g this would result in the error message and need for manual correction before the administration could be signed for. If the early/ late reason box pops up enter the relevant reason. The comments box can be used if needed to document more detail but will only open up for entries if 'Other' is entered as the reason.	Nurse, Midwife
8.	Follow local medicines management policy on whether a medication requires information such as a witness, batch numbers, expiry and other administration details. Where a batch number needs to be recorded but the order entry format does not have a specific field for this, it needs to be entered in the comments box. Some drugs will turn this column yellow if any mandatory fields need completing at the point of administration  	Nurse, Midwife

9.	The details box will appear allowing you to amend the various fields if this is relevant. **NOTE** : Any changes in these fields will be fully auditable so any changes to clinically relevant fields should be justified and documented in the comments box. 	Nurse, Midwife
10.	If you are unable to give the medication or the dose requires omitting, tick the 'NOT Given' box and document appropriately using the drop down box and comment field. 	Nurse, Midwife
11.	Once all medications required to be administered have been ticked on EPR and they have been correctly administered to the patient as per trust policy, **click sign.**	Nurse, Midwife
12.	Refresh the drug chart to ensure all medication that requires giving have been, and there are no overdue medications.	Nurse, Midwife
13.	Go back to Care compass and select next patient if required.	Nurse, Midwife

14.	**NB In case of error:** a drug administration can be 'unrecorded', by right-clicking on the drug chart record of administration. 	Nurse, Midwife
15.	This will give you the opportunity to record why you are un-recording and then green-tick sign. 	Nurse, Midwife
16.	This will both • Mark the administration as 'In error' • Restore the original meds admin task to the drug chart 	Nurse, Midwife