



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
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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	Nurse, Midwife
5.	Scan the patient's wrist band.	Nurse, Midwife
	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 <i>RIGHT</i> patient is given the <i>RIGHT</i> medication	
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.	Nurse, Midwife
	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 • • • • • • • • • • • • •	D ec
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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.	Nurse, Midwife
	BASKEYFIELD, MR KRISTIAN MRN: 00006571 D08: 01/01/1985 Loc: Bay 03; Bed 29 Mate: FIN No.: 0048563 Age: 30 years ** Altergies **	
	Scheduled Mnemonic Details Result [™] 0000201515:00:00 WET Erythronycin DODE: 100 mg - ROUTE: croil - tablet (enteric cos [™] 10 [™] 100 [™] 1000 WET Dickapam DODE: 100 mg - ROUTE: croil - tablet (enteric cos [™] 10 [™] 100 [™] 1000 WET Dickapam DOSE: 10 mg - ROUTE: croil - tablet (enteric cos [™] 10 [™] 100 [™] 1000 WET Dickapam DOSE: 10 mg - ROUTE: both eyes - drops [™] 10 [™] 1000 WET Dickafenac ophthalmic DOSE: 10 mg - ROUTE: both eyes - drops [™] 10 [™] 1000 WET Dickafenac ophthalmic (0	
	NOTE. If Paracetamol 1g is ordered; and the paracetamol supply comes as 500mg tablets - the barcode would have to be scanned twice 2×500 mg = 1g	
	If the barcode was scanned 3×500 mg = 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.	
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.	Nurse, Midwife
	Some drugs will turn this column yellow if any mandatory fields need completing at the point of administration	
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9.	The details box will appear allowing you to amend the various fields if this is relevant.	Nurse, Midwife
	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.	
	D aMLOdipine: ZZZTEST, EPMA DISCHARGE	
	amLOdipine DOSE: 5 mg - ROUTE: oral - tablet Yes - START: 27/Dec/17 15:14:00 GMT	
	*Performed date/time : 27/12/2017 T I529 GMT M	
	Administration type:	
	*aMIOdinine: 5 mg Volume: 0 ml	
	Diluent: <none> viluent ml</none>	
	*Route: oral ▼ Total Volume : 0 minute	
	 27/Dec/2017 27/Dec/2017 27/Dec/2017 27/Dec/2017 27/Dec/2017 27/Dec/2017 1800 GMT 1900 GMT 	
	Not Given Reason :	
	Comment	
	OK Cancel	
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
	Image: Comment Image: Comment Medication unavailable Image: Comment Milby mouth Not required Not required Image: Comment Nutres decision-Please complete comments Other-Please complete comments Other-Please complete comments Patient unavailable Patient request Cancel	
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
	80 mg Auth View Details View Comments View Order Info Modify Unrecord Forward/Refuse	
15.	This will give you the opportunity to record why you are un-recording and then green- tick sign.	Nurse, Midwife
	Unrecord) - ZZZTEST, EPMA DISCHARGE	
	*Performed on: 27/12/2017	
	Unrecording this form will change the status of all the results associated with this form to 'In Error'.	
	Comment:	
	Patient spat out tablet.	
16.	This will both	Nurse, Midwife
	 Restore the original meds admin task to the drug chart 	
	80 mg	
	Not	
	given	
	* In Error	