



## QRG – Medication Administration

| No. | Action  | Responsibility |
|-----|---|----------------|
| 1.  | Open up Care compass and for your area of responsibility select the relevant patient list after identifying patients with Medication due.   | Nurse, Midwife |
|     | Rear Charles Cognitive Let Hausel     Tests Lists Non-Referent Lists Non-Referent Help     Tests List Non-Referent Record Lists Non-Referent Help     Tests     T |                |
|     | Consciences   |                |
|     | Instrume         Part of the second seco                            |                |
|     | Alerges -  Bays 8-02 ZZZEPMA2, TE Oundan, Starth  Statute tailed and Baysetted plan   |                |
|     | Alerges i -     POLYCON     Protect Cire 2       Bay 8-04     ZZZEPMA, JTZ2 -     -     Oin, Kan H     Assessment 0   |                |
|     | Aleges :-         PR0/Control           Bay 8-15         ZZZEPM4, XOX -         -         Ohn , Kin H         1 suggested plan  |                |
|     | Alergiel -     Warfam Therapy Cire Plan       Bay C-01     ZZZSTANDON   |                |
|     | No Roant Alerges := ####Costronme.  |                |
|     | Image: Second hyper-here to search   |                |
| 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.<br>Each medication except PRN and continuous infusions, will show the due time.  | Nurse, Midwife |
|     | <b>NOTE:</b> 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  |                |
|     | Image: Construction of the second              |                |
|     | Piperacillin 4 g / Tazobactam 500mg powder for solution for injection via     Continuous     Sodium Chloride 0.9%     DOSE: 500 mL - ROUTE: intraVENOUS - infusion     Sodium Chloride 0.9%     Infusion 500 mL   | - R.           |





| 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<br>Make FIN No.: 0040563 Age: 30 years ** Altergies **  |                |
|    | Scheduled         Mnemonic         Details         Result                • • • • • • • • • • • • •   |                |
|    | <b>NOTE</b> . 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 $3 \times 500$ 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   |                |
|    | 🔽 😵 🔶 🕅 📷 🛱 27/Dec/17 15:25 G Co-amoxiclav DOSE: 1,200 mg - ROUTE: intraVENOUS - inject Co-amoxiclav 1,200 mg, intraVENOUS_  |                |





| 9.  | The details box will appear allowing you to amend the various fields if this is relevant.   | Nurse, Midwife |
|-----|---|----------------|
|     | <b>NOTE</b> : 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.  |                |
|     | P aMLOdipine: ZZZTEST, EPMA DISCHARGE   |                |
|     | amLOdipine<br>DOSE: 5 mg - ROUTE: oral - tablet Yes - START: 27/Dec/17 15:14:00 GMT   |                |
|     | *Performed date/time : 27/12/2017   |                |
|     | Witnessed by :     Image: Comparison of the second se                                  |                |
|     | *aMLOdipine: 5 mg 		 Volume: 0 ml   |                |
|     | Diluent: <none>  Image: ml Image: ml</none> |                |
|     | *Route:     oral     Site:       Total Volume:     0     Infused Over:     0  |                |
|     | 27/Dec/2017 27/Dec/2017 27/Dec/2017 27/Dec/2017 27/Dec/2017 27/Dec/2017 1400 GMT 1500 GMT 1600 GMT 1700 GMT 1800 GMT 1900 GMT           ↓           TH  |                |
|     | 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 |
|     | Not Given     Nedication unavailable     Not required     Nurse decision-Please complete comments     Other-Please complete comments     Patient runavailable     Prescher request     Route unavailable  |                |
| 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, <b>click sign.</b>   | 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. | <b>NB In case of error:</b> 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-<br>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 |
|     | <ul> <li>Mark the administration as 'In error'</li> <li>Restore the original meds admin task to the drug chart</li> </ul>            |                |
|     | 80 mg  |                |
|     | Not<br>previously  |                |
|     | given  |                |
|     | * In Error   |                |