

War Memorial Hospital

TYPE: CLINICAL NURSING – BEHAVIORAL HEALTH

POLICY: MEDICATION ADMINISTRATION

REPLACES: 9/10, 2/14, 5/16

PURPOSE: To outline steps taken to administer medication in the Behavioral Health Center.

PROCEDURE:

Responsibility

RN/LPN

- A. Utilize War Memorial Hospital medication policies/procedure(s).
- B. Only a Physician or Nurse Practitioner and a Registered Nurse upon the direction of a Physician may write an order for medication administration. [AR 330.7158(1)]
- C. The medical record will contain documentation of the administration of all medication in the patient's medical record. [AR 330.7158(6)]
- D. Medication shall be reviewed for effectiveness periodically as specified in the plan of service (POS) and based on the recipient's clinical status. All reviews will be documented in the progress note of the medical record. [AR 330.7158(4)]
- E. Medication shall be administered by or under supervision of RN's and LPNs who are qualified and trained. [AR 330.7158(5)]
- F. Medication shall not be used as punishment or for the convenience of BHC staff. [AR 330.7158(3)]
- G. All administered PRN medications are documented in the patient's medical record and the Electronic Medication Administration Record (EMAR). The documentation should include the patient's response to the medication one hour post administration.
- H. RNs/LPNs shall report and document any medication errors on a Medication Occurrence Report as well as in the patient's medical record along with any adverse reactions. Both medication errors and adverse reactions will be immediately reported to the physician. [AR 330.7158(7)]
- I. If psychotropic drugs are ordered, verify informed consent is signed by the patient or legal guardian prior to administration of the medication.
- J. If a patient has a legal guardian who is not available on the unit, then efforts to fax the consents and medication information should be made to obtain consent. If the guardian does not have

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access to a fax machine, then verbal consent should be heard and verified by two BHC staff persons, one of which should include an RN via phone contact with the guardian.

- K. Patients and/or their guardian(s) should be provided with verbal and written information on the most common side effects of psychotropic drugs. Allow the patient and/or guardian to ask questions regarding medications prescribed to the patient by the physician.

Responsibility

RN/LPN

A. Medication Administration

- a. Verify medication work space is clean before and after use.
- b. Wash hands.
- c. Remove medication from locked drawer or cabinet.
- d. Verify patient name, time, medication administration, dosage, and route.
- e. Place all unopened unit dose medications for each patient in one cup, excluding liquid and injection.
- f. Identify the patient and answer questions regarding medications.
 - i. View the patient's identification band.
 - ii. Verify patient's identity by asking two identifiers (patient's name and date of birth).
 - iii. Scan the patient's identification band with the bar code scanner
 - iv. Scan the medication package with the bar code scanner
- g. Administer oral medications.
- h. Perform a mouth check. Failure to do so may result in disciplinary action.
- i. Administer injectable (IM) medication in the exam, seclusion, or patient room to maintain patient privacy.
- j. The medication cart and medication cabinet must be kept locked when no nurse is present in the medication room.

- B. Only medications authorized by a Physician or Nurse Practitioner are to be given at discharge. At the time of discharge, provisions for medication will be made available to the patient to ensure the recipient has an adequate supply until he or she can become established with another provider. Such provisions may include the patient's own medications, paper scripts, scripts called in to the patient's preferred pharmacy, and medications. [AR 330.7158(9)]

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APPROVED BY:	Dr. Paul Sorgi, Medical Director	Date: Feb 5, 2014
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REVIEWED/APPROVED BY:	Marla Bunker RN BSN MBA Vice President Nursing/Operations	Date: Sept 20, 2015
REVIEWED/REVISED BY:	Corinna Haller, Director of Nursing Paul Sorgi, Program Director	Date: Feb 4, 2016
APPROVED BY:	Marla Bunker RN BSN MBA, VP Nursing/Operations	Date: May 28, 2016
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REVIEWED BY:	Corinna Haller, Director of Nursing	Date: Feb. 16, 2017

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APPROVED BY: Recipient Rights Advisory Committee

Date: April 28, 2017