

Complete pre-administration round checks overleaf, then follow the procedure below for each patient due medication.

Read and understand prescription

Front of chart

- Medication chart corresponds to the patient
 - Ask patient to state their name and DOB
 - Consult patient wrist band or photograph (if present)
- T2/T3 form present and correct (if needed)
- Allergy section complete
- Assess if any medication prescribed on front of chart is due:
 - Once only medication
 - Depot injections
 - Clozapine titration

Inside chart

- Fully open medication chart
- Read all prescriptions from left to right, beginning at the top of the chart and working down (Including any additional instructions that are present)
- Confirm medication that is due at current time (if a chart rewrite check not already administered on a previous chart)

For each prescription

- The following are present and clear:
 - Drug name
 - Route
 - Time of dose
 - Doctor's signature
 - Drug form (if needed) e.g. modified-release (MR) tablet, dispersible tablet, liquid
 - Other endorsements e.g. "take with food", "for seven days only"
- Prescription is still valid
 - Has not been crossed out
 - Any stated time limit has not been exceeded
 - Still space on chart to sign for administration

- Prescription is clinically appropriate
 - Medication is appropriate
 - Dose is appropriate
 - Route is appropriate
 - Time is appropriate

PAUSE

Ensure that you have fully read and fully understood all of the prescription.

If in doubt, ask!

Prepare

Preparation

- Select drug
- Drug name on packaging corresponds to drug name on prescription
- If present, patient name on packaging corresponds to the patient
- Dose can be safely given using the strength of product available
- Expiry date not exceeded
- Prepare drug using correct technique
 - E.g. oral syringes for liquids, insulin syringes only used for insulin

PAUSE

Ensure that the medication you have prepared for administration adheres to the 5 rights:

- Right Patient
- Right Time
- Right Medicine
- Right Dose
- Right Route

Administer

Physical health

- Patient physically well enough to receive medication
- Any required pre-dose monitoring is completed
 - E.g. blood glucose, BP, blood test

Administer

- Medication given to patient
- Compliance checked

Document

- Chart signed in correct place
- If dose intentionally omitted, reason is stated
- Any required post-dose monitoring is completed

Repeat process for all patients due medication, then complete post-medication round checks outlined overleaf.

Pre-medication round checks below should be completed before moving on to the administration protocol overleaf.

Pre-medication round checks

Medication charts

- Number of charts corresponds to number of patients on ward
- For patients with more than one chart, all charts are present (e.g. second medication chart/diabetic chart/anticoagulant chart)

Equipment

- All necessary equipment available (For example: medication pots, water cups, insulin needles, oral syringes and tablet cutter)
- Fridge temperature within range

Environment

- Workspace large enough to open medication charts fully
- Workspace clean and clear from clutter

Post-medication round checks

Medication charts

- All patients who were due medication on the round have been given it
- All charts signed as appropriate (any missed doses appropriately documented on the chart and nursing notes)

Preparation for next round

- Administration area cleaned and tidied
- Medication all put back in locked trolley/cupboard
- Medication that will be needed for next round is ordered