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|  Medication Errors | NO.  |
| Purpose: To provide a method to follow if a medication error occurs.Statement: Medication Errors must be reported to the Charge Nurse immediately or the Director of Nursing.Procedure:1. The Charge Nurse must fill out a medication error report before the end of shift that includes:
2. Name and signature of the nurse who made or found the error
3. Name and signature of the Charge Nurse filing the report
4. Date and time
5. Names of all residents involved
6. Medications involved
7. Detailed description of the error
8. Physician notified
9. Orders given by the physician
10. Treatment given to the resident to counteract the effects of the error
11. Measures taken to rectify the error
12. Resident and family notified
13. Adverse consequences noted
14. The resident’s condition
15. The report must be turned in to the Director of Nursing immediately.
16. The Director of Nursing will:
17. Investigate the report.
18. Counsel staff members as needed.
19. Educate staff members on how to avoid making similar errors in the future.
20. File the report according to state and federal regulations.
21. Share the report with the Quality Assurance department, Administrator, Medical Director, and Safety Committee for facility statistics and a Plan of Correction on improving facility practices.
22. Maintain the report on file in the Director of Nursing’s office according to state and federal regulations.

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| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 OF 1 |