**POLICY: ADMINISTRATION OF MEDICATIONS**

A. All medications shall only be administered by licensed medical or licensed nursing personnel in accordance with their respective licensing requirements. All nursing personnel must have either appropriate training, experience or both, if duties include administering medication to residents.

B. Written procedure on using the unit dose system, provided by Nihan & Martin Pharmacy shall be provided for each nurse’s station. Non Unit- dose medications shall be administered as soon as possible after preparation, but only by the person preparing the dose.

C. The nurse’s station shall have necessary items and equipment readily available for the proper administration of medications.

D. Administration of drugs and biologicals shall be recorded on the Medication Administration Record (MAR), and if applicable, in the resident’s clinical record.

1. If for any reason a physician’s order cannot be followed, the physician shall be notified as soon as possible. A notation shall be made on the patient’s record.
2. Nursing staff will report immediately to the attending physician for all medication errors and drug reactions.
   1. An entry thereof shall be made in the patient’s clinical record and the error or reaction shall also be described in an incident report.
   2. The Pharmacy shall be informed as soon as possible.

E. Drugs brought to this facility by the patient or patient’s family should be used only under unusual circumstances and only in accordance with written physician’s orders. Such drugs must be properly labeled as set forth previously in section entitled “Drug Labeling”. It is encouraged that all orders undergo automatic drug allergy and interaction checks. Nihan & Martin Pharmacy shall not label any medications it did not dispense.

F. Self-administration of medications shall not be permitted without the written order of the resident’s attending physician, and shall be limited to those types of medications which it can be reasonably assured will be properly administered safely by the resident.

1. This facility shall check the Physician’s Order Sheet and Medication Administration Record (MAR) against the previous orders, to assure **POLICY: ADMINISTRATION OF MEDICATIONS** cont.

proper administration of medication to each resident. The MAR shall be accompanied by a recent photograph.

H. Medication Administration Records (MAR) contains the resident’s name, diagnosis, known allergies and current medication orders.

I. Current reference materials on the use of drugs, such as the current edition of Physician Desk Reference or a Nursing Drug Reference Manual shall be readily available on a 24 hour basis, 7 days per week for drug information.

J. Medications for outpatients use are released to a patient only upon written authorization by the attending Physician. A notation of disposition of such medications is entered in the resident’s MAR.

K. For all medications released to discharged patients or released for home visit or workshop use, the responsible party must agree to taking full responsibility for medication handling. When desired, medications will be dispensed and specially packaged for outpatient use by Omnicare Pharmacy if notified at least 48 hours (two working days) in advance.