
DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

POLICY AND PROCEDURE MANUAL

Nursing Division - Administration

SUBJECT: Precautionary Measures for Medication Administration

REFERENCE: Joint Commission Standard MM.5.10; Nurse Practice Act Guam P.L. 16-123

Number: 40.01.111

Effective Date: 9/9/9

History: NEW

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APPROVED:



Title: Director, DMHSA

PURPOSE:

To ensure safe administration of medication.

POLICY:

It is the policy of the Department of Mental Health and Substance Abuse to have established precautionary measures for medication administration and shall be the responsibility of licensed nurses and physicians to comply with these

PROCEDURE:

SIX "RIGHTS" FOR MISTAKE FREE MEDICATION:

1. Right Consumer:

- Check name on:
 - Wristband
 - Date of birth
 - Medication Order
- As a second form of consumer identification, check date of birth on:
 - Medical record
 - Verbally ask consumer his or her name and date of birth.
 - Check to see if the consumer's response matches with record.

2. Right Medicine:

- Read the label and make sure it matches the physician order.
- Read label again before administering medication

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- Keep all medications in original containers.
- Be aware of dosage of different size tablets, pills and capsules.
- Be aware of “look alike” packaging and medications. Keep “look alike” medications in separate areas to avoid confusion if possible. If not possible alert licensed personnel of the similarities.
- Keep medication room in secure area that does not allow unauthorized personnel access. Keep medication room out of client’s reach. Do not rush through medication administration processes.
- Always clarify any order you are unsure of with the ordering physician and /or pharmacist.
- Be aware of “high alert” medications and their maximum doses.
- Listen to the client that states they may be receiving an incorrect medication. Immediately perform the “six medication rights” a second time. Contact the client’s physician if the client insists the medication is incorrect.
- Orders written to “continue previous medications” or “continue medications as at home” cannot be followed and not allowed. Physicians must rewrite medication orders when admitting a client, transferring a client from one unit to another.
- Ask client of all his or her allergy information before the administration of any medication.
- The use of abbreviations when writing a medication order is acceptable only if the writer uses the DMHSA standard abbreviation policy. All written medication orders must be written clearly using approved standardized abbreviations.
- Clarify any questions related to transcription or legibility of medication orders.