



Medication Administration Policies and Practices Checklist



The checklist below is a summary of the policies and practices mentioned in the *New Provider Guidance for Medication Administration* webcast. The policies and practices are presented based on the Medication Cycle which is: observation, reporting changes, communication for healthcare practitioner visit, recording and storing, and administration and documentation.

Policy and Practice	
Reporting	
<input type="checkbox"/>	Establish a standard internal format for staff to use to report events like medication errors.
<input type="checkbox"/>	Establish process for reporting emergent, urgent, routine events using the reporting mechanism required by the regulatory body for the setting to report events.
<input type="checkbox"/>	Written Notes: <ul style="list-style-type: none"> • Establish where staff will write notes • The format in which the notes will be written • Develop strategies for recording graphic data in the record
Communication for Healthcare Practitioner Visit	
<input type="checkbox"/>	Develop a procedure and forms for taking summarized information to the healthcare practitioner.
<input type="checkbox"/>	Develop a procedure and forms to bring information back from the healthcare practitioner.
Record and Store	
<input type="checkbox"/>	Storage of Medication: <ul style="list-style-type: none"> • Know the regulatory requirements for the storage of medication. • Identify if medication must be in a locked location. • Identify how controlled substances will be secured and double locked. • All medication that is not self-administered must be in its original labeled container. • Identify other specifications based on specific regulations.
<input type="checkbox"/>	Establish where medication will be kept.
<input type="checkbox"/>	Determine who will have access to the medication.
<input type="checkbox"/>	Establish how staff will get new medication.
<input type="checkbox"/>	Establish how staff will get refills of medication before it is gone.

<input type="checkbox"/>	Determine medication administration record, MAR or log to use.
<input type="checkbox"/>	Define hours of administration.
<input type="checkbox"/>	Determine the range of time a medication can be given.
<input type="checkbox"/>	Develop a procedure around the counting of controlled substances and the documentation of the count.
<input type="checkbox"/>	Develop an approach to the disposal of medication.
Administration and Documentation	
<input type="checkbox"/>	Identify what type of vessel staff will pour medication into prior to administering it.
<input type="checkbox"/>	Identify a strategy to indicate a medication was poured.
<input type="checkbox"/>	Determine the types of codes that will be used to document when people are not present at the provider to receive their medication.
<input type="checkbox"/>	Determine the how to indicate when a medication has been discontinued or stopped.
<input type="checkbox"/>	Determine how PRN medications will be documented.
<input type="checkbox"/>	Develop a procedure to obtain written instructions.
Self-Administration	
<input type="checkbox"/>	Develop policies and procedures for self-administration.