

SUBJECT: MEDICATION INCIDENTS

APPROVED BY:

EFFECTIVE

Executive Director

DATE: 03-22-11 (replaces 07-31-09)

Medical Director

Reviewed (no changes): _____

Pharmacist

POLICY

It is the policy of McIntosh Trail CSB that all medication incidents will be reported to Pharmacy and Medical Director.

PURPOSE

To identify those medication incidents which are preventable and report these findings to the Pharmacy and Therapeutics Committee and medical staff to develop mechanisms to reduce preventable medication incidents.

PROCEDURE

1. McIntosh Trail CSB staff members who are involved with medication dispensing and/or administration will report all incidents on approved form, using the following definitions:
 - a. Failure to record administered dose on Medication Administration Record (MAR);
 - b. Failure to transcribe an order correctly on the MAR;
 - c. Failure to transcribe an order on the MAR;
 - d. Medication administered/dispensed to wrong patient;
 - e. Wrong medication administered/dispensed;
 - f. Medication administered by wrong route;
 - g. Medication administered at wrong time;
 - h. Dosage omitted;
 - i. Unordered medication administered/dispensed;
 - j. Discontinued medication administered/dispensed;
 - k. Expired/deteriorated/contaminated medication administered/dispensed;
 - l. Patient allergy to medication;
 - m. Patient refused medication;
 - n. Order missed - not dispensed;
 - o. Wrong dosage form dispensed;
 - p. Failure to resolve drug allergy issue;
 - q. Failure to resolve duplicate therapy issue;
 - r. Failure to resolve a clinically significant drug interaction/contraindication issue.

The staff member discovering the medication incident will be responsible for reporting the incident.

2. The Medical Director and/or pharmacist will evaluate incidents and report to Pharmacy and Therapeutics and medical staff, depending on the circumstances/nature of incident.
3. The Pharmacy and Therapeutics Committee and/or medical staff will review errors and develop action plans to reduce preventable medication incidents.

Attachment: Medication Incident Review Sheet