

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **INPATIENT PHARMACY SERVICES**

SUBJECT: **ADMINISTRATION OF MEDICATIONS**

CODE: 3.05.0

DATE: 8/16/93

REVISED: 4/19/22

APPROVED: Tinh Tran, Pharm.D.

MEC APPROVED: 10/28/09,12/14/11

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POLICY

Medications can be administered by appropriately licensed personnel or under the supervision of licensed personnel in accordance with laws and governmental rules and regulations governing such acts and in accordance with the approved medical staff rules and regulations.

Drugs are administered only on the order of the medical staff, an authorized member of the house staff, a practitioner or another individual who has been granted clinical privileges to write such orders.

Nurses, respiratory therapists, physical therapists, and practitioners are allowed to administer medication only after specific guidelines have been satisfied.

PROCEDURES

- A. A specific physician's order or protocol exists, which contains the following information:
  - 1. Patient's name and medical record number
  - 2. Date and time
  - 3. Medication name (generic or proprietary)
  - 4. Dosage
  - 5. Route of administration
  - 6. Time or frequency of administration
  - 7. Prn orders - indications are required
  - 8. Signature of the ordering practitioner
- B. The individual has been deemed competent to perform such tasks.
- C. The Department has established standards and processes which provide for patient safety and insure compliance with all regulatory agency requirements.
- D. An established and approved system to document exists:
  - 1. The individual who administered the medication(s)
  - 2. Medication name, dosage, and route of administration
  - 3. Time and date when administered
  - 4. Prn medications - impact of the medication on the patient's symptoms
  - 5. Any adverse effects
  - 6. Other required regulatory or professional information
- E. Prior to administration, the individual administering the medication does the following:
  - 1. Visually inspects the medication for particulates, discoloration, or other loss of integrity.
  - 2. Verifies that the medication has not expired.
  - 3. Verifies that no contraindications exist.
  - 4. Verifies the medication is being administered at the proper time, in the prescribed dose, and by the correct route.

Reviewed: 7/29/14ll, 8/8/2018bdk, 4/19/2022 TT

Approved By: 

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5. Discusses any unresolved concerns about the medication with the patient's licensed independent practitioner, prescriber, and/or staff involved with the patient's care, treatment, and services.
6. Before administering a new medication, the patient or family is informed about any potential significant adverse reactions or other concerns regarding administration of a new medication.

F. There is an established mechanism to monitor compliance with departmental standards and practices for administration and documentation.

**REFERENCES:**

Nursing Department Policy #C152 - Medication Management Guidelines  
Nursing Department Policy #C207 - Medication Administration Documentation