

<b>Policy / Procedure</b>	<b>Facility:</b>
<b>Subject: Medication Errors</b>	<b>Effective:</b>
<b>Approved by:</b>	<b>Date:</b>
<b>Revision:</b>	<b>Date:</b>

1. Medication Errors must be reported to the charge nurse immediately.
2. The Charge Nurse must fill out a medication error report before the end of shift that includes:
  - a. Name and signature of the nurse who made or found the error
  - b. Name and signature of the Charge Nurse filing the report
  - c. Date and time
  - d. Names of all residents involved
  - e. Medications involved
  - f. Detailed description of the error
  - g. Physician notified
  - h. Orders given by the physician
  - i. Treatment given to the resident to counteract the effects of the error
  - j. Measures taken to rectify the error
  - k. Resident and family notified
  - l. Adverse consequences noted
  - m. The resident's condition
3. The report must be turned in to the Director of Nursing immediately.
4. The Director of Nursing will:
  - a. Investigate the report.
  - b. Counsel staff members as needed.
  - c. Educate staff members on how to avoid making similar errors in the future.
  - d. File the report according to state and federal regulations.
  - e. Share the report with the Quality Assurance department, Administrator, Medical Director, and Safety Committee for facility statistics and a Plan of Correction on improving facility practices.
  - f. Maintain the report on file in the Director of Nursing's office according to state and federal regulations.