

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

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.