SOP Template: Pain Management and Medication Administration

This SOP provides comprehensive guidelines for **pain management and medication administration**, encompassing accurate assessment of pain levels, appropriate selection and dosage of medications, safe administration techniques, monitoring patient response, managing side effects, and ensuring proper documentation. The objective is to optimize patient comfort, enhance treatment effectiveness, and maintain safety through adherence to standardized protocols and best practices.

1. Purpose

To outline standardized procedures for the assessment, management, and administration of pain medications, ensuring patient safety and effective pain relief.

2. Scope

Applicable to all healthcare professionals involved in the care of patients requiring pain management and medication administration in the facility.

3. Responsibilities

- **Physicians:** Assess pain, prescribe appropriate medications, review and adjust treatment plans.
- **Nurses:** Assess pain, administer medications, monitor patient responses, report adverse effects, document processes.
- **Pharmacists:** Verify prescriptions, review for interactions/allergies, provide medication information.

4. Procedure

1. **Pain Assessment**
   - Use validated pain assessment tools (e.g., Numeric Rating Scale, Wong-Baker Faces Scale).
   - Assess pain at admission, before and after interventions, and as needed.
   - Document pain level, location, character, duration, and aggravating/relieving factors.

2. **Selection and Dosage of Medication**
   - Choose medication based on pain type, severity, patient age, comorbidities, and allergies.
   - Follow physician orders and facility guidelines for medication dosing and route.
   - Verify patient identity and check for contraindications before administration.

3. **Administration Technique**
   - Perform hand hygiene and use personal protective equipment as needed.
   - Follow the "Five Rights": right patient, right medication, right dose, right route, right time.
   - Explain the procedure to the patient prior to administration.

4. **Monitoring and Side Effect Management**
   - Monitor vital signs and pain relief response after medication administration.
   - Observe for adverse reactions (e.g., sedation, respiratory depression, allergic reactions).
   - Manage side effects per standing orders and escalate care as needed.

5. **Documentation**
   - Record medication name, dose, route, time, and pain assessment in the patient file.
   - Document effectiveness of pain relief and any observed side effects or adverse events.

5. Pain Assessment Tools

Tool	Scale	Target Population
Numeric Rating Scale (NRS)	0-10	Adults and children >8 years
Wong-Baker Faces Scale	Six faces representing pain levels	Children, language barrier, cognitive impairment
FLACC Scale	0-10 (Face, Legs, Activity, Cry, Consolability)	Infants and non-verbal patients

6. Safety Considerations

- Confirm allergies and risk factors before medication administration.
- Be vigilant for opioid-related respiratory depression.
- Dispose of sharps and medications according to protocol.
- Educate patients and families on expected effects, side effects, and reporting requirements.

7. Documentation

- Complete all medication and pain assessment entries in the patient's medical record promptly.
- Report and document any adverse events per facility policy.
- Maintain confidentiality of all patient information.

8. References

- Facility Medication Administration Policy
- WHO Guidelines on the Pharmacological Treatment of Pain
- Local and national regulatory standards

Note: This SOP should be reviewed and updated at least annually or when clinical guidelines are revised.