

Standard Operating Procedure (SOP)

Medication Administration and Documentation

This SOP details the processes for **medication administration and documentation**, including the accurate dispensing of medications, checking patient information, adhering to prescribed dosages and schedules, recording medication given, monitoring patient responses, managing medication storage, and ensuring compliance with legal and safety standards. The goal is to promote safe and effective medication use while maintaining comprehensive and accurate records to support patient care and regulatory requirements.

1. Purpose

To provide clear instructions for the safe administration and accurate documentation of medications to patients, conforming to legal, regulatory, and institutional standards.

2. Scope

This SOP applies to all healthcare personnel involved in administering medications to patients and recording their administration within the facility.

3. Responsibilities

- Registered Nurses and Licensed Personnel: Responsible for preparing, administering, and documenting medications as per physician's order.
- Pharmacists: Provide medications as prescribed and ensure labeling and storage requirements are met.
- Healthcare Management: Ensure staff are trained and the SOP is up to date.

4. Definitions

Term	Definition
MAR	Medication Administration Record - the formal log for documenting medication dispensing and administration.
PRN	â€œPro Re Nataâ€ - medication given as needed.

5. Procedure

- Medication Preparation**
 - Verify medication order in the MAR.
 - Check medication expiry date and integrity of packaging.
 - Prepare medication in a clean, designated area.
- Patient Identification and Assessment**
 - Use at least two patient identifiers (e.g., full name and date of birth).
 - Verify allergies and previous adverse reactions.
 - Assess for any contraindications.
- Administration**
 - Confirm the **Five Rights**: Right patient, Right medication, Right dose, Right route, Right time.
 - Administer medication as prescribed (method, dosage, timing).
 - Remain with the patient until medication is taken, if applicable.
- Documentation**
 - Record medication given in the MAR immediately after administration (electronic or paper record).
 - Include date, time, dose, route, and initials/signature.
 - Document omissions, refusals, or adverse effects with reasons and notifying the physician as needed.
- Monitoring**
 - Observe and document patient response, particularly for new or high-risk medications.
 - Report and document any side effects or adverse reactions.
- Medication Storage**

- Store medications securely in original packaging with appropriate labeling.
- Maintain temperature and security controls per manufacturer and legal requirements.
- Dispose of expired or unused medications according to policy.

7. **Compliance and Safety**

- Follow all institutional policies and legal requirements regarding medication handling.
- Participate in regular training and updates regarding procedures and regulatory changes.

6. **Documentation**

- All medication administrations must be entered into the MAR (electronic or paper) without delay.
- Documentation should be clear, legible, accurate, and timely.
- Any errors, omissions, or discrepancies must be reported and investigated per incident reporting policy.

7. **References**

- Institutional policies and procedures
- State and federal regulations regarding medication administration
- Manufacturer's instructions for handling and storage of medications
- Accreditation standards (e.g., Joint Commission)

8. **Revision History**

Date	Version	Description	Reviewed By
2024-06-05	1.0	Initial SOP template	Committee Lead