SOP Template: Medication Administration Updates and Pending Dosages

This SOP details the process for **medication administration updates and pending dosages**, ensuring accurate tracking and timely delivery of prescribed medications. It covers documentation standards, verification of dosage schedules, updating patient records with administered medications, monitoring pending doses, and protocols for addressing missed or delayed doses. The goal is to maintain medication safety, prevent errors, and promote effective patient care through consistent communication and meticulous record-keeping.

1. Purpose

To provide standardized procedures for recording, monitoring, and updating medication administration, including handling pending and missed dosages.

2. Scope

This SOP applies to all healthcare staff responsible for medication administration and documentation within the facility.

3. Responsibilities

- **Nursing Staff:** Accurately administer medications, document promptly, and communicate any issues.
- **Pharmacists:** Verify orders and update any medication changes.
- **Supervisors:** Ensure staff compliance with SOP and address discrepancies.

4. Procedure

1. **Verification of Medication Orders**
   - Check physician orders for completeness and clarity before administration.
   - Clarify any discrepancies with the prescribing provider.
2. **Dosage Schedule Verification**
   - Review each patient's medication schedule at the start of every shift.
   - Identify all doses due during the shift, as well as any pending from previous shifts.
3. **Medication Administration and Documentation**
   - Administer medication at the prescribed time using the 'Five Rights' (right patient, drug, dose, route, time).
   - Immediately document the administration in the electronic/paper medical record, including time, dose, and initials/signature.
4. **Monitoring Pending and Delayed Doses**
   - Flag any doses that are delayed or pending and communicate status with the oncoming shift.
   - Update pending dose log with reason for delay and expected time of administration.
5. **Addressing Missed Doses**
   - Document any missed doses, reason, and any actions taken (e.g., notification of provider).
   - Report missed doses according to facility policy.
6. **Communication**
   - Handoff pending medication issues at shift change verbally and in writing.
   - Notify provider and pharmacy promptly regarding any medication discrepancies or delays.

5. Documentation Standards

- Record all administrations and pending/missed doses in the patient record with date, time, and initials.
- Utilize approved abbreviations and document according to institutional policy.
- Ensure all corrections are made according to legal and institutional requirements.

6. Quality Assurance and Compliance

- Audits will be performed monthly to verify compliance with medication administration procedures.
- Incidents of missed or delayed doses are to be reviewed during quality meetings.

7. References

- Facility medication administration policy
- State and federal medication safety guidelines

8. Revision & Approval

Approved by: *[Insert approving authority]*

Effective Date: *[Insert date]*

Review Date: *[Insert next review date]*

All staff must be familiar with and adhere to this SOP to ensure safe and effective medication management.