SOP Template: Medication Administration Report

This SOP details the process for creating and maintaining a **medication administration report**, covering all administered medications as well as pending and PRN (pro re nata, or "as needed") doses. It includes documentation standards, verification procedures, timing and dosage tracking, and communication protocols to ensure accurate and timely medication delivery. The report supports patient safety by providing a clear record of medication administration, managing outstanding or as-needed doses, and facilitating coordination among healthcare providers.

1. Purpose

To establish a standardized process for the accurate and timely documentation, review, and communication of all medication administrations-including scheduled, pending, and PRN doses-for optimal patient safety and care continuity.

2. Scope

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

3. Definitions

- **Medication Administration Record (MAR):** A formal log of all medications given or scheduled for a patient.
- **PRN Dose:** Medications administered on an "as-needed" basis per clinical judgment and patient need.
- **Pending Dose:** A dose scheduled but not yet administered at the time of reporting.

4. Procedures

1. **Documentation Standards**
   - Record all administered, pending, and PRN medication doses immediately following administration or decision to hold.
   - Include: date, time, medication name, dosage, route, administrator's initials/signature, and reason for PRN use if applicable.
   - For pending doses, note the scheduled time and the reason for the delay or omission if applicable.

2. **Verification Procedures**
   - Confirm each medication's "five rights": right patient, right drug, right dose, right route, right time.
   - Double-check PRN medication eligibility (e.g., timing, indications, frequency limits).

3. **Timing & Dosage Tracking**
   - Ensure real-time entry of medication events; avoid retrospective documentation except with clear notation.
   - Track and document time, amount, and outcome or patient response for PRN doses.

4. **Communication Protocols**
   - Promptly inform the next shift or provider of all pending doses (reminders, handover notes), and the outcome of PRN doses.
   - Immediately report and document any medication errors, delays, or omissions per organizational policy.

5. **Review & Audit**
   - Supervising staff will review MARs daily for incomplete, pending, or incorrect entries and follow up as necessary.
   - Pending and PRN medication lists must be checked at each shift handover.

5. Medication Administration Report Template

Date/Time	Patient Name/ID	Medication	Dosage	Route	Status (Given/Pending/PRN)	Administered By	PRN Reason/Outcome	Notes
2024-06-14 08:00	John Doe / 54321	Amlodipine 5mg	5 mg	Oral	Given	J. Smith, RN	N/A	-
2024-06-14 12:00	Jane Roe / 67890	Acetaminophen 650mg	650 mg	Oral	PRN	L. Wang, LPN	Pain level 7/10. Reduced to 3/10 in 1 hr.	-
2024-06-14 10:00	John Doe / 54321	Insulin glargine	20 units	Subcut	Pending	-	N/A	Awaiting blood glucose check

6. Responsibilities

- Nursing staff: Timely documentation, reporting, and communication of all medication events

- Supervisors: Audit reports, address discrepancies, and ensure compliance

7. References

- Facility medication administration policy
- Applicable state and federal regulations
- Best practice medication safety guidelines