

Standard Operating Procedure (SOP)

Medication Prescribing and Dispensing Procedures

This SOP details **medication prescribing and dispensing procedures**, encompassing accurate prescription writing, verification of patient information, appropriate medication selection, dosage calculation, labeling requirements, storage conditions, and documentation. It aims to ensure patient safety, prevent medication errors, and comply with regulatory standards through consistent and thorough practices.

1. Purpose

To establish standardized procedures for the safe and effective prescribing and dispensing of medications in compliance with applicable laws and best practices.

2. Scope

This SOP applies to all healthcare professionals involved in the prescribing, verification, and dispensing of medications within the facility.

3. Responsibilities

- **Prescribers:** Responsible for accurately assessing patients and writing clear, complete prescriptions.
- **Pharmacists:** Verify prescriptions, dispense medications, counsel patients, and ensure documentation.
- **Nursing/Support Staff:** Assist in patient identification, deliver medications as appropriate, and document administration.

4. Procedures

1. Accurate Prescription Writing

- Include patient's full name, date of birth, and unique identifier.
- Specify drug name (generic preferred), strength, dosage form, dose, route, frequency, duration, and quantity.
- Note special instructions or precautions as needed.
- Date and sign all prescriptions; include prescriber's identification and contact details.

2. Verification of Patient Information

- Confirm patient identity using at least two forms of identification.
- Review allergy status, current medication profile, and relevant medical history.

3. Appropriate Medication Selection

- Assess indication, suitability, possible drug interactions, and contraindications.
- Select evidence-based therapy in accordance with guidelines.

4. Dosage Calculation

- Calculate dosages based on patient-specific factors (age, weight, organ function, etc.).
- Double-check calculations, especially for high-alert medications.

5. Dispensing and Labeling

- Check prescription for completeness and legibility.
- Prepare and label medication containers with patient name, drug name, strength, directions, prescriber, and dispensing pharmacy details.
- Attach cautionary or auxiliary labels where applicable.

6. Storage Requirements

- Store medications as per manufacturer's and regulatory recommendations (temperature, light, humidity).
- Segregate look-alike/sound-alike medications and those requiring special handling.

7. Documentation

- Maintain written/electronic records of prescriptions, verifications, dispensing, and patient counseling.
- Document medication errors or discrepancies according to policy.

8. Patient Counseling

- Educate patients on medication use, possible side effects, storage, and follow-up requirements.
- Address patient questions and provide written information as necessary.

5. Compliance and Audit

- Regularly audit prescribing and dispensing practices for compliance with SOP.
- Review and update SOP at least annually or as regulatory standards change.
- Report and investigate all medication errors, near-misses, and incidents.

6. References

- Institutional policies and procedures
- Local, national, and international medication regulatory standards (e.g., FDA, WHO, Joint Commission)
- Current clinical practice guidelines

7. Revision History

Version	Date	Description	Author/Contributor
1.0	2024-06-01	Initial SOP template created	Admin