

Process of Administration

There are a number of checks that you should ensure are completed before you administer medication.

- Accuracy of prescription / PGD
- Check label on medicine is clearly written and unambiguous
- Consider indication / dose / method of administration / route / timing
 - All bearing in mind the patient characteristics
 - Is the patient well? Do they have any symptoms / red flags that need to be dealt with
 - Do you need to confirm the dose based on renal function / weight?
- Does the patient have any known allergies?
- Assess effect of the medicine and any side effects
- Counsel patient on benefits and side effects
- Check expiry date - NB expiry date may be different once opened

- Administer medicine
- Record on MAR / community administration chart
- Record drug balance
- Contact prescriber as necessary

Ensure you have gained consent
before administration.

The Five Rights of Medicines Administration

Right Person

Make sure you are giving the right medication to the right person. Always check the patient's name, ID band if appropriate, and check medication container before giving a medication.

Right Medication

Is this the medication that was prescribed or ordered?

Right Dose

Is the medication the right strength? How much should be given? Double check any calculations if necessary.

Right Route

How should the medication be given or taken?

Right Time

What time of day should the medication be given/taken? Be aware of medications that are time critical.

Transcribing

Transcribing is the act of making an exact copy from an original. An accurate copy of previously prescribed medication is made to enable medication administration in line with legislation and ensure continuity of care.

1

NMC - As a registrant you may transcribe medication from one 'direction to supply or administer' to another form of 'direction to supply or administer'.

2

When transcribing, the individual practitioner is accountable for their actions and omissions.

3

The prescriber responsible for generating the original instruction carries the legal liability for the content of that instruction.

4

Transcribing must form part of the Standard Operating Procedure for the service and should include:

- When transcribing may be needed
- Which member of staff can transcribe
- The process for transcribing (including who double checks it)

- **What details need to be documented.**

Only those staff that have been trained to transcribe, and it is written in their SOP, can transcribe.