

**BLOOMFIELD CARE CENTRE
STOCKING LANE, RATHFARNHAM, D.16**

**POLICY STATEMENT:
Nursing Administration of Medication**

Purpose: To direct staff in the correct procedure to follow when administering medication, and to ensure its safe administration

Primary Responsibility: Nursing/Management Personnel

1. POLICY

It is the policy of Bloomfield Care Centre that all medication administered must be prescribed by a Doctor, and administered by a Registered Nurse or Doctor in a safe and effective manner.

2. PROCEDURES

- 2.1 The Nurse administering the medical preparation will be fully informed and updated on medications in use, be familiar with the recommended dosage, therapeutic effects, side effects and aware of any special precautions associated with the drug.
- 2.2 Preparation, administration and recording of medication must be carried out by the same Registered Nurse. Before administering the medication the following must be checked:
- Prescription is dated and signed by a Medical Practitioner.
 - Identity of the person the medication is to be administered to.
 - Name, strength, route of administration, frequency of administration and duration of course if applicable.

The above conditions are complied with by the Nurse administering the medication. In the absence of any of this information or in the case of any ambiguity, the medication is not administered and the Doctor contacted.

- 2.3 The Nurse administers the Medication ensuring that the person takes it by the prescribed route and records it in the Medication Kardex.
- 2.4 Any decision the Nurse takes to withhold medication is recorded in the Medication Kardex and the Doctor is notified as soon as possible.
- 2.5 If medication is refused by a patient, this should be recorded in the Kardex and the Doctor informed.
- 2.6 Any error in prescribing/administration of medication must be recorded immediately and appropriate action taken.
- 2.7 With regard to telephone orders Nursing staff shall refer to An Bord Altranais guidelines.

3. ADMINISTRATION OF INTRA-MUSCULAR MEDICATION

- 3.1 Medication to be administered by injection should be prepared immediately prior to use by the Registered Nurse or Doctor who is going to administer the medication.
- 3.2 The administering Nurse will ensure that appropriate aseptic precautions are taken and that all "Sharps" are disposed of in the Sharps containers.

4. EXPIRY DATES

Expiry dates are checked in accordance with Bloomfield's Policy on Ordering & Storage of Medication.