

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Responsibility of Medication Cart & Contents	SECTION: R
DATE: October 2002	Administrator: _____ <i>J. M.</i>	POLICY: 7
REVISION DATES: September 2013	Director of Care: _____ <i>Cheryl Allick</i>	

RESPONSIBILITY OF MEDICATION CART & CONTENTS

POLICY:

The Registered Staff will ensure while on duty that all medication belonging in the cart is placed in the medication cart and the cart is locked at all times when not in use. This practice is to prevent any unauthorized person from gaining access to the cart or taking medication from the cart when it is not locked.

PROCEDURE:

1. When the Registered Staff coming on shift receives report they will be given the medication cart keys.
2. Once the narcotic count is completed, the staff member will set up the cart for the med pass.
3. While the med pass is in process and Registered Staff are to be in view/control of the cart it can remain unlocked, otherwise the cart is to be locked whenever the staff member leaves it. If you need to go into a resident room to give medication or treatment behind closed doors, there should be no medication sitting on top of the cart and the cart must be locked.
4. Bottles in the cart must have lids intact. When administering medication from these bottles, take out the ordered amount of medication and return the lid. This practice will ensure an error does not occur by medication getting into different containers.
5. Once the med pass has been completed ensure all medications are off the top of the cart and the cart is locked and returned to the medication room.
6. The cart is to be kept tidy and organized for the oncoming Registered Staff. Common courtesy is to restock any supply that is low or run out. Routinely the afternoon/night Registered staff are to restock the medication cart with required supplies every Thursday. The water jug is to be a fresh, clean jug daily.