

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Medication Error Reporting	SECTION: M POLICY: 5
DATE: September 2004	Administrator: <u>J. W.!</u>	
REVISION DATES: January 2015	Director of Care: <u>Cheryl Alicata</u>	

MEDICATION ERROR REPORTING

POLICY:

The DNPC will ensure that the documentation and follow – through has been completed when a medication error or discrepancy has been made to maintain resident safety.

PROCEDURE

- Registered Staff will report promptly to the DNPC and the facility Physician any medication errors or discrepancies to establish if any follow – up action is required. Further, incident shall be reported to the resident or the resident’s substitute decision maker.
 - The Medication Incident form is to be filled out by the Registered Staff member involved before the completion of his/her designated shift OR by the Registered Staff member finding the error. The detailed description of the medication error shall be recorded in the resident’s electronic notes immediately after the report is made.
- Any adverse drug reactions shall be recorded in the resident’s electronic notes.
 - Every medication incident involving a resident and every adverse drug reaction shall also be reported to the Pharmacist who may contact the Canadian Adverse Drug Reaction Monitoring Program as required.
- Completed forms are forwarded to the DNPC for review and signature and the formulation of an action plan to prevent further recidivism. The Administrator, the Home Physician and Pharmacist will review and sign the Medication Incident Report. All completed Medication Incident Reports are reviewed by the LMH Pharmacy Committee. Upon completion of review reports are kept in the Pharmacy Committee binder.
- A Critical Incident Report will be completed, no later than one business day after the occurrence of the incident for each of the following:
 - a missing or unaccounted for controlled substance
 - a medication incident or adverse drug reaction resulting in a resident being taken to hospital.
- Upon discovery of a medication error/adverse drug reaction, appropriate monitoring, assessment and documentation of the resident’s response and status shall occur, including all actions taken in response to the risk level of any drug(s).

- Ongoing monitoring of medication errors will be done by the DNPC. This may result in appropriate progressive discipline of a Registered Staff member and notification to the College of Nurses as required.