

Leamington Mennonite Home  
Long Term Care

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Nursing	<b>SUBJECT:</b> Monthly Review of Medication Administration Records & Treatment Administration Records	<b>SECTION:</b> M <b>POLICY:</b> 8
<b>DATE:</b> September 2004	<b>Administrator:</b> <u><i>J. M.</i></u>	
<b>REVISION DATES:</b> August 2016, September 2022	<b>Director of Care:</b> <u><i>Cheryl Allick</i></u>	

**MONTHLY REVIEW OF MEDICATION ADMINISTRATION RECORDS (MARS) AND  
TREATMENT ADMINISTRATION RECORDS (TARS)**

**POLICY:**

To ensure correct transcription of resident medications (medication, dose, time, route,) and treatments from the end of one month to the beginning of the next month.

**PROCEDURE:**

- The Registered Staff member working midnights will compare the existing MARS and TARS against the MARS and TARS received for the next month to ensure the accuracy of transcribed medications from one month to the next.
- The Registered Staff reviews the medical information at the top of each page, i.e., diagnosis, notes and allergies, for inclusion and correctness. The designated Registered Staff reviews the MARS one medication at a time for correct: drug, name, dosage, time(s) of administration, route(s). In the case of any discrepancy, the Registered Staff should consult the specific written Physician's order in the resident's chart for clarification. The TARS are reviewed one treatment at a time.
- In order to assist the Registered Staff while administering medications and treatments, the administration time that the medications/treatments are given on the afternoon shift are highlighted in yellow and those given during the night shift are highlighted in pink.
- Specific instructions in the narrative explanation of the medication may also be highlighted, i.e., Coumadin doses for different days. The date of administration will be outline (□) and the dates not administered will have a line drawn through it OR and X.

Example:     X  X   
                  date    date  
                  of admin not

- The designated Registered Staff will also highlight the MARS/TARS for specific dates, i.e. medications given once weekly, the specific day is highlighted on the MARS/TARS. This includes glucometer readings, B12 injections and other scheduled injections.

- Medications given every 2 to 3 days need to have the MARS marked to continue the proper sequence of administration. The Registered Staff are to check when the medication was given on the previous month and prepare the MARS appropriately.
- When the Registered Staff has completed the review of the MARS and TARS sheets, he or she must initial at the bottom of each sheet. Another Registered Staff member must do a second check of each MARS and TARS and initial each sheet.
- All MARS and TARS must have 2 checks prior to the last night of the month. All Registered Staff must ensure that new orders for additional medications or treatments or any discontinuation of any current medications or treatments are transcribed or deleted from the next month's MARS and TARS.
- On the last night of the month, the Registered Staff member on duty will insert the new MARS and TARS into the appropriate binder. The Registered Staff can check for any new orders or discontinuations at this time. The previous months MARS and TARS are removed from the binders and forwarded to the Ward Clerk for filing.