TITLE: MEDICATION ADMINISTRATION

POLICY: Prior to any medication administration, student is to obtain a report from the nurse regarding patient status, planned procedure, and special consideration for the day.

RATIONALE: Any student’s participation in a clinical experience requires that she/he meet the professional standards of behavior that ensure patient comfort and safety.

PROCEDURE:

1. Student’s preparation phase: Med check # 1
   a. Obtain MAR
   b. Check MAR with original order
   c. Check medication drawer for each medication listed on MAR; check Expiration date
   d. Request needed medications from pharmacy if not present in the drawer
   e. Look up meds listed on MAR
   f. Put oral medications due for administration into plastic med cup (leave in Wrapper) as review MAR: Med check #1
   g. Gather equipment for parenteral med

2. Faculty and Student preparation phase: Med check #2
   a. Student to place meds on MAR: top to bottom sequence
   b. Student to go through each medication for 5 rights
   c. Student to discuss medication with faculty:
      1. Assessments needed and completed with findings reported to staff Nurse/Preceptor.
      2. Normal dosage and range
      3. Category of med
      4. Cellular action
      5. Purpose for this patient
      6. Major untoward side effects
      7. Patient education needs
      8. Special nursing implications-discuss with staff nurse/preceptor.
   d. Record findings R/T specific medication directly on MAR. (BP, HR, INR, PT/PTT, labs)
   e. Student to prepare injectable or IV meds with faculty observation.
   f. Student to prepare NG or Peg meds with faculty observation
   g. Heparin/Insulin dosages are to be verified by two persons
3. **Student administration of medication phase: Med check #3**
   All students are to confirm patient identification with two methods per JACHO Requirements (patient bracelet and birth date)
   a. Semester I, Semester II, Semester III: faculty to accompany student for all medication administration.
   b. Semester IV: faculty/designated preceptor to accompany student for all NG, PEG, parenteral medications (including IV’s). Student may administer oral meds
      Independently after approval by faculty. Faculty/designated preceptor must do Med check #2 with student.
   c. Med check #3 occurs at the bedside: with MAR: student is to review each medication, going through 5 rights. At this point oral medications is to be opened.*

   *If medication is to be prepared for NG or Peg administration, Med check #3 would occur at med cart with appropriate crushing device.

4. **Documentation phase**
   a. MAR is to be signed
   b. Focus charting for any prn med is done (i.e. pain medications)

5. **Narcotics**
   a. Only faculty/designated preceptor will have access to the narcotic keys.
   b. Students may obtain narcotics only in the presence of faculty/designated Preceptor.
   c. Narcotic count for medication to be obtained is to be verified and co-Signed with faculty/designated preceptor.
   d. Students are not permitted to set up or refill PCA/PCE equipment.

Approved by:
Faculty  3/26/04  4/18/08  8/11/10
Dean     4/01/04  4/18/08  8/11/10
Policy U-7
FLORIDA STATE UNIVERSITY
COLLEGE OF NURSING
Attachment #1

Medication Administration
EMAR system

1. Student’s preparation phase: Med check # 1
   a. Obtain EMAR/medication worksheet or appropriate electronic device used for medication administration.
   b. Check EMAR/medication worksheet with original order
   c. Check medication drawer for each medication listed on EMAR; check expiration date.
   d. Request needed medications from pharmacy
   e. Look up meds listed on EMAR/medication worksheet
   f. Gather together oral medications due for administration (leave in wrapper) as review EMAR/medication worksheet: Med check #1
   g. Gather equipment for parenteral meds.

2. Faculty and student preparation phase: Med check # 2
   a. Student to review meds with EMAR/medication worksheet: top to bottom sequence
   b. Student to go through each medication for 5 rights
   c. Student to discuss medication with faculty:
      1. Assessments needed and completed with findings reported to staff nurse/preceptor.
      2. Normal dosage and range
      3. Category of med
      4. Cellular action
      5. Purpose for this patient
      6. Major untoward side effects
      7. Patient education needs
      8. Special nursing implications – discuss with staff nurse/preceptor.
   d. Record findings R/T specific medication. (BP, HR, INR, PT/PTT, labs)
   e. Student to prepare injectable or IV meds with faculty observation.
   f. Student to prepare NG or Peg meds with faculty observation.
   g. Heparin/insulin dosages are to be verified by two persons.

3. Student administration of medication phase: Med check # 3
   a. Portable computer, the EMAR/medication worksheet, and the medications are together in the patient’s room
   b. The student will identify the patient using the EMAR/medication worksheet and the patient’s identification band.
c. The instructor or student will log on to the computer and access the patient’s information, as indicated by agency’s medication protocols.
d. The instructor, or the student under direct supervision, will scan the medications.
e. The patient’s identification band will be scanned as prompted by the computer BEFORE medication is administered.
f. All computer prompts must be answered before medication may be administered.
g. Students are permitted access to accu-dose system only in the presence of the faculty/designated preceptor.

4. **Documentation phase**
   a. Documentation must address all computer prompts prior to administering medication.
   b. Focus charting for any prn med is done (i.e. pain medications)

5. **Narcotics**
   a. Only faculty/designated preceptor will have access to the accu-dose system.
   b. Students may obtain narcotics only in the presence of faculty/designated preceptor.
   c. Narcotic count for medication to be obtained is to be verified and co-signed with faculty/designated preceptor.
   d. Students are not permitted to set up or refill PCA/PCE equipment.