

RAHIM MEDICAL CENTRE AND GENERAL HOSPITAL

Medication Orders Policy

Effective Date: _____

Review Date: _____

1. Purpose

The purpose of this policy is to establish clear guidelines for the ordering, verification, administration, and documentation of medications at RAHIM MEDICAL CENTRE AND GENERAL HOSPITAL. The policy aims to ensure patient safety, accuracy, legal compliance, and high standards of medical care.

2. Scope

This policy applies to:

All licensed medical practitioners authorized to prescribe medications

Nurses and clinical staff responsible for medication administration

Pharmacists and pharmacy staff involved in dispensing medications

Any staff involved in handling, recording, or monitoring medications

3. Definitions

Medication Order: A directive by a licensed practitioner specifying the drug, dose, route, frequency, and duration for a patient.

Prescriber: A physician, dentist, or other licensed healthcare provider authorized to prescribe medication.

Administration: The process of giving medication to a patient as per the order.

Pharmacy Verification: The review of a medication order by a pharmacist to ensure accuracy, appropriateness, and compliance with hospital protocols.

4. Policy Statement

RAHIM MEDICAL CENTRE AND GENERAL HOSPITAL is committed to:

Ensuring all medication orders are accurate, legible, and complete.

Preventing medication errors through standardized procedures.

Ensuring proper documentation and communication of all medication orders.

Complying with all applicable laws, regulations, and professional standards.

5. Procedures for Medication Orders

5.1 Prescription Requirements

All medication orders must include:

Patient identification (name, age, hospital ID).

Medication name (generic preferred).

Dosage, route, and frequency.

Duration of therapy.

Prescriber signature and date/time.

5.2 Order Verification

All medication orders must be verified by a licensed pharmacist.

Allergies, drug interactions, and contraindications must be checked before dispensing.

Any discrepancies or unclear orders must be clarified with the prescriber before administration.

5.3 Administration

Medications must be administered according to the “Five Rights”: Right patient, Right drug, Right dose, Right route, Right time.

Administration must be documented immediately in the patient’s medical record.

Any adverse reactions must be reported and documented promptly.

5.4 Changes or Discontinuation

Changes to medication orders must be clearly documented and authorized by the prescriber.

Discontinued medications must be removed from active medication lists and clearly documented.

6. Documentation

All medication orders and administration records must be entered into the patient’s official medical record.

Records must include the prescriber, date/time, medication details, and staff administering the medication.

Documentation must comply with hospital record-keeping standards and regulatory requirements.

7. High-Risk Medications

Special protocols apply to high-alert medications (e.g., anticoagulants, insulin, narcotics).

Double-checks by a second licensed professional are required prior to administration.

Additional monitoring and documentation are mandatory.

8. Staff Responsibilities

Prescribers: Issue accurate and complete medication orders; review patient allergies and contraindications.

Pharmacists: Verify medication orders, identify potential errors, and ensure proper storage and labeling.

Nurses/Administrators: Follow the “Five Rights” during administration, report adverse reactions, and maintain accurate documentation.

All Staff: Report any medication errors or near misses immediately.

9. Medication Safety and Error Reporting

All medication errors, near misses, or adverse drug events must be reported to the Medication Safety Officer.

The hospital will investigate all incidents and implement corrective measures to prevent recurrence.

Staff are protected from retaliation when reporting errors in good faith.

10. Compliance and Legal Requirements

The hospital complies with all national regulations regarding prescribing, dispensing, and administering medications.

Staff must adhere to professional licensing requirements and hospital protocols.

Regular audits and reviews will be conducted to ensure compliance.

11. Training and Education

All staff involved in medication management must complete initial and periodic training on:

Safe prescribing and administration practices

Hospital medication protocols

Error reporting procedures

12. Review of Policy

This policy will be reviewed every two years or when updates in legislation, standards, or hospital procedures occur.

Updates require approval from the Hospital Management Committee.

13. Acknowledgment

I, _____, acknowledge that I have read, understood, and agree to comply with the Medication Orders Policy of RAHIM MEDICAL CENTRE AND GENERAL HOSPITAL.

Signature: _____

Date: _____