

**Purpose:** The purpose of this policy is to define the responsibilities of Churchill Hospital health practitioners in the safe management and administration of medications, and the continuation of patients prescribed medication during the peri-operative period unless clinically indicated.

Churchill Hospital (Churchill) will ensure medication management is safe and in accordance with government regulations and our medicine reconciliation process.

- Adherence to the Medication Charting Standard version 3, 2012 (Health Quality & Safety Commission New Zealand, 2012), and National Medication Chart User Guide (updated February 2021).
- Adherence to the Medicines Act 1981, Misuse of Drugs Regulations 1977 and any amendments to these.
- Adherence to Ministry of Health Standing Order guidelines (2016).
- Patient's own/usual medication: administration and storage. In conjunction with accurate patient medication history.

**Policy Statement:** Patients receive medications in a safe and timely manner which complies with current legislative requirements and best practice guidelines.

- ACHS EQulP6 Standard 1.5 Criterion: 1.5.1: Medications are managed to ensure safe and effective practice.
- NZS8134.1:2008, HDSS 3.12

**Scope:** All enrolled and registered nurses and credentialed medical specialists. All nursing students covered by a formal educational contract with NMIT.

**Procedure:** Accurate medication history is obtained

Patients are requested to provide a pharmacy or doctors printed list of current prescribed medication prior to admission, or to document on the health questionnaire all current medications –herbal and prescribed.

### Reconciliation

On preadmission/admission the nurse/anaesthetist uses two of the following sources to clarify patient's current own/usual medications:

- GP medication letter/pharmacy list and interviewing the patient.
- Checking all of the patient's medication containers using the Nelson Marlborough Health (NMH) procedure on "Patient's Own Medication" (refer to intra-net).

## **Adhering to the “National Medication Chart” standards & NMH Medication Administration Policy**

- The Medication Charting Standards (Health, Quality & Safety Commission New Zealand, 2012) are to be used to meet the minimum requirements for patient safety for prescribing, dispensing and administering of medications (either paper or electronic based).
- Health practitioners involved in medication administration are also to adhere to the NMH “Medication Administration” 2020 policy (refer to intra-net).

### **Pre-printed PRN medication’s sticker**

**Several pre-printed PRN medication stickers have been agreed with the anaesthetists working at Churchill. These stickers are affixed in the appropriate medication charts.**

- Pre-printed medications must not be administered unless Prescribers date and sign each medication prescribed individually.
- Pre-printed medications which are not required will not be signed or dated and should have a line through them.

### **Medication prescribing**

**Churchill uses the eight day or day stay National Medical Chart.**

- Credentialed medical practitioners will chart patients own medication and the prescription inpatient medication, from the validated information ascertained on admission.

After medications have been prescribed on the medication chart, the nurse is to ensure the patient’s own medications are correctly prescribed on the medication chart, and reconcile with the prescription provided by the patient.

### **Verbal Orders**

Verbal orders as per “National Medication” charting standards should be signed within 24-hours of the verbal order being taken. Staff to follow NMH procedure for verbal orders [NMH Medication administration procedure 2020](#)

**Verbal orders should not be accepted for:**

- Controlled drugs
- Complex Infusions
- Intravenous Cardiac medication that requires monitoring

### **Standing Orders**

A standing order is a written instruction by a prescriber to an authorised specified person or class of people, who do not have prescribing rights, to administer specified medicines.

All standing orders must meet the requirements of the Ministry of Health Standing Orders Guidelines (2020).

Standing orders for Churchill patients can only be issued by a credentialed medical practitioner.

- Administration of a standing order is dependent on the professional judgement of the registered nurse (RN) following assessment of the patient.
- The RN must have knowledge of the medicine being administered, the indications, recommended dose range, method of administration and any contraindications and side effects.
- The RN must have access to medicine information resources: Links to NZ Formulary and enoids are on the NMH intranet home page.

Student Nurses and Enrolled Nurses must not administer medicines under standing orders.

### **Patient's own/usual medication: administration and storage**

- Patient's own medication should be brought into the hospital in pharmacy dispensed containers (not blister packs) and are to be used before hospital stock. Medications will be stored securely in the designated area - patient's locked draw or drug safe.
- Drugs requiring refrigeration will be put into the medication fridge and noted on the patient chart.
- Patient's own controlled drugs must be locked in the controlled drug safe as per NMH policy – "Controlled drug policy (2020)" (refer to NMH intra-net) and noted in the patients file.
- On discharge all drugs are returned to the patient unless otherwise instructed by the surgeon or anaesthetist.

### **Controlled Drug Count Discrepancy**

The misuse of drugs act 2001 requires weekly checking of controlled drug records and physical quantities.

If during the weekly check or on other occasions a discrepancy is identified between the drug quantity on the shelf and the controlled drug record, then staff are to follow the NMH Controlled Drug Policy section on discrepancy (refer to NMH intra-net).

### **References**

- The Australian Council on Healthcare Standards (ACHS), EQulP6 Guide Book 1 – Accreditation, standards, Guidelines – Clinical Function. Standard 1.5. Criterion 1.5.1
- NZS8134.1:2008, HDSS 3.12
- Health Quality & Safety Commission New Zealand. (2012). *Medication Charting Standard*. Retrieved [www.hqsc.govt.nz](http://www.hqsc.govt.nz). As Author.
- HSQC medicine reconciliation standard, version 3, September 2012.
- Misuse of drugs act 1975, 2020 update.
- Medications Act 1981
- Nelson Marlborough Health - Standing Orders Policy –21.12.20
- Nelson Marlborough Health - Controlled Drug Policy 11.12.20
- Nelson Marlborough Health - Medication Administration. 15.12.20
- Nelson Marlborough Health - Patient's Own Medication. 05.08.17

*Note: All NMH Policies referred to should be reviewed on the NMH Intranet for the most up to date policy.*