

How Your Medication Error Happened, and How You Plan to Keep it From Happening Again

Date of medication error: _____

UCI #:

--	--	--	--	--	--	--	--

SANDIS Incident #:

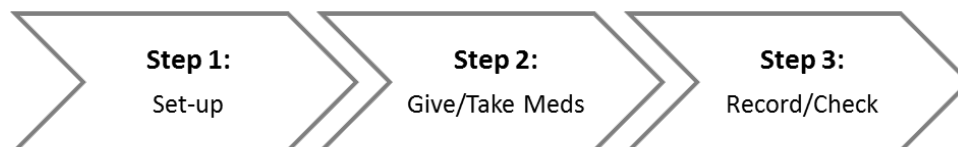
--	--	--	--	--	--	--	--	--	--

What went wrong with your resident's medications (meds)? (Please check all that apply.)

☐ Missed dose ☐ Wrong med(s) ☐ Wrong dose ☐ Wrong Route ☐ Wrong person ☐ Wrong time

Who was tasked to give the meds? (Please check one.) ☐ Nurse ☐ Other Staff ☐ Family

Giving/taking meds happens in steps:



What step(s) went wrong and how did they go wrong? (Please check all that apply.)

Step 1: Set-up/Prepare Meds

- ☐ Did not start on time.
- ☐ Did not check med log before getting meds from storage.
- ☐ Did not compare labels on meds with med log when getting meds from storage.
- ☐ Meds in log not the same as current physician orders.
- ☐ Meds in log not the same as labels on bottles, packaging.
- ☐ Took wrong meds from storage: misread label or med log.
- ☐ Did not get all meds: left some meds in storage.
- ☐ Not able to find some meds: meds not in usual place.
- ☐ Not able to find some meds: meds not ordered or re-ordered.
- ☐ Not able to find some meds: pharmacy failed to fill some ordered meds.
- ☐ Physician orders not copied correctly by the pharmacy or in med log.
- ☐ Resident was away from home and did not have meds along.

Step 2: Give/Take Meds

- ☐ Did not place all meds in the cup when pouring.
- ☐ Did not give all of the meds in the cup or bubble pack.
- ☐ Did not give meds to the correct resident.
- ☐ Was interrupted while giving meds; made an error when resumed.
- ☐ Dropped or lost a pill when giving it, or resident dropped or lost a pill when taking it.
- ☐ Resident was not able to follow the medication routine as planned.

Step 3: Record/Check Meds Afterward

- ☐ Staff who gave meds did not log meds that a resident took.
- ☐ Staff who gave meds did not log time when a resident took meds.
- ☐ Staff who gave meds did not check meds, packs, and log after.
- ☐ No one else checked meds, packs after.
- ☐ No one else checked the med log after.

Almost done! Please turn page over.

**Besides Training, what will you do to stop this from happening again?
(Please check all that apply.)**

Step 1: Set-up/Prepare Meds

- ☐ Have a way to alert staff and residents when it is time for meds.
- ☐ Use a med log with simple, clear design that is easy to read.
- ☐ Assign someone to order meds and check that pharmacy filled order.
- ☐ Assign someone to check med log and physician orders, and update the log.
- ☐ Assign someone to check med log and labels on bottles and packaging, and update the log.
- ☐ Assign back-up staff to order, prepare, and give meds if regular staff are absent.
- ☐ Organize storage in a simple, clear way.
- ☐ Store meds in a space that is well lit, where meds are easy to see.
- ☐ Ask pharmacy for their most current med log.
- ☐ Assign someone to check that residents have meds when away.

Step 2: Give/Take Meds

- ☐ If pouring meds, have staff check meds against med log as they place them in cup.
- ☐ Have staff indicate each med that they give in the med log, and when they gave it.
- ☐ Have staff perform a gloved finger swipe of bubble packs after giving meds to a resident.
- ☐ If someone is giving meds, do not allow him/her to be interrupted.
- ☐ Designate a place for preparing and giving meds.
- ☐ Give meds to one individual at a time, away from other residents and activities.
- ☐ Give pills across a table, to decrease risk of dropped meds.
- ☐ Plan routines with residents: Ask them how they want the routine to go.
- ☐ Change routines that are not working (e.g. ask if doctor can change prescribed times).

Step 3: Record/Check Meds Afterward

- ☐ Use a med log with simple, clear design and that is easy to read, update.
- ☐ Assign someone to check med log and physician orders, and update the log.
- ☐ Assign someone to check the med log against labels on bottles, packaging, and update the log.
- ☐ Use bubble packs.
- ☐ Check bubble packs after giving meds by a gloved finger swipes.
- ☐ Have a second person check bubble packs by a second gloved finger swipe.
- ☐ Have a second person check med log.
- ☐ Have a plan for using a med log and updating it regularly.

Date when you plan to have your changes in place: _____ / _____ / _____

Person completing this document: _____

Vendor Name: _____

Comments:

You are done! Thank you 😊