



REPORTING MEDICATION ERRORS POLICY

I. Policy

- A. It is the policy of this DHS licensed provider Marshall County Group Homes, Inc. (MCGH) to provide safe medication setup, assistance, and administration. Any medication errors will be monitored by facility nursing staff.

II. Procedures

- A. If a medication error is discovered, the Direct Care Coordinator (DCC) or person discovering the error must call the employee who was responsible for administration of the medication/treatment and ask them if they properly gave the medication as prescribed. If they did and the medication count confirms this the employee who is responsible will return to the facility and properly document.

When an error has occurred:

1. The program nurse ***must be notified immediately*** by telephone. Allow time for the nurse to call you back, however, if the error is of such a nature that you feel it needs an immediate response, call the prescriber or Emergency Room nurse.
2. The Nurse will determine if an error has occurred and at her discretion give instructions for the immediate care of the individual and may call other health care professionals such as a physician if necessary.
3. Medication error reports are done in Therap. The form is under the General Events Report. Select medication error under event type. Make sure you put the notification as high. The form is to be filled out by either the employee who made the error or the person who discovered the error within a reasonable amount of time. **If person making the error is unknown, the employee discovering the error will complete the form.** All questions must be answered completely. The form is signed by the employee who discovered the error, and the facility nurse.

There must be follow-up charting that reflects any adverse effects for the consumer as a result of the error in the progress notes.

If more than one recipient is involved in the error, a Medication Error form must be completed for each consumer.

It is the responsibility of the DCC to review the MAR regularly to ensure staff are initialing off medications and treatments. If an employee has not signed off a medication/treatment that was administered, it is the responsibility of the DCC to call and request the employee come to the facility and sign off the medication(s) or treatment(s). A note must be left in the MAR regarding the omission of sign off.

Protocol for Medication Error Review:

- When facility nurse completes the quarterly medication review and it is noted an employee has a pattern of medication/treatment errors the employee will be required to meet with the facility nurse to review the concern(s). Nurse discretion will be used to determine corrective action to be taken depending on seriousness of Medication/Treatment error(s). If Termination or disciplinary action is to be considered the nurse will have a discussion with the Administrator to determine appropriate course of action.