

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

Date of medication error:

UCI #:

SANDIS Incident #:

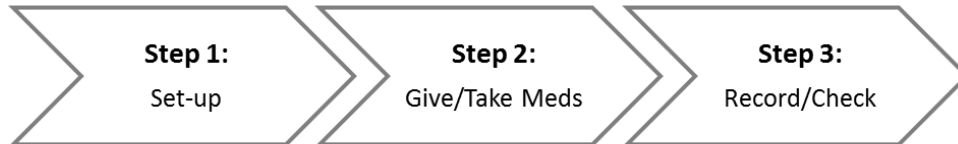
**What went wrong with the individual's medications (meds)?** (Please check all that apply.)

- Missed dose  Wrong med(s)  Wrong dose  Wrong route  Wrong person  Wrong time

**Who was tasked to support the person to take medication?** (Please check one.)

- Nurse  Staff/Person  Family  Self

### 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 med; 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.
- Hospital changed a prescription, but pharmacy or physician weren't made aware of change.
- Individual 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 individual.
- Was interrupted while giving meds; made an error when resumed.
- Dropped or lost a pill when giving it, or individual dropped or lost a pill when taking it.
- Individual 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 an individual took.
- Staff who gave meds did not log time when an individual 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.**

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**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 the individual 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 individuals 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 an individual.
- 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 people and activities.
- Give pills across a table, to decrease risk of dropped meds.
- Plan routines with individuals: 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.

**Additional training provided:**

**MD or pharmacist notified: Y / N**

**Date when you plan to have your changes in place:**

**Person completing this document:**

**Vendor Name:**

**Vendor Number:**

**Comments:**

**You are done! Thank you 😊**