Take the time to sign

Are you administering medications?
Remember to sign the medication chart

- Are you unable to give a medication?
- Don’t forget to document why
- Does it need to be withheld?
- Is it not available?
- Make sure you clearly document the reason for not administering a medication in the patient’s notes
- This may prevent a patient receiving a double dose
- Remember to use the appropriate NIMC codes

Reasons for medications not administered:

If a drug is not available don’t stop there

- Contact your pharmacist or imprest technician
- If after hours check with your manager for hospital procedure to access medications

Codes MUST be circled:

A Absent
F Fasting
R Refusal – notify doctor
V Vomiting
L On leave
N Not available – obtain supply or notify doctor
W Withheld – enter reason in patient’s notes
S Self administering

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