

How Your Medication Error Happened, and How You Plan To Keep It From Happening Again

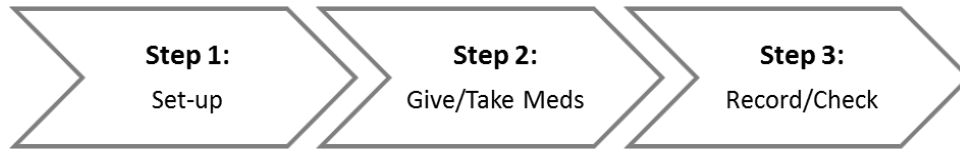
Date of medication error:
UCI #:
SANDIS Incident #:

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 give the meds? (Please check one.) Nurse Other Staff 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 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.
- 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.

Date of medication error:

UCI #:

SANDIS Incident #:

**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 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.

Date when you plan to have your changes in place:

Person completing this document:

Vendor Name

Vendor Number

Comments:

You are done! Thank you 😊

Developed by Mission Analytics Group, Inc. for the
California Department of Developmental Services
www.missionanalyticsgroup.com