1.0 Purpose:

To provide guidelines to monitor, report, and analyze medication errors to ensure safe and right use of medications.

To provide guidelines to monitor near misses & adverse drug reactions

2.0 Responsibilities:

All healthcare professional involved in prescribing, providing, administering, or monitoring of medications.

3.0 Definitions:

Medication error: A medication error is defined by any preventable event that may cause or lead to inappropriate medication use or patient harm or which has the risk of being administered in a manner different from the prescribed norms while the medication is in the control of the Health Care Professional.

3.1 Prescription Error: A prescription error shall include the following:

- No route of administration specified
- Order without an indication
- Drug indicated but dose is inappropriate
- Order without a time interval
- Dose change order without discontinuation of previous order
- Order illegible
- Order incomplete in specifying doses or frequency

3.2 Transcription error: A transcription error shall include the following:

- Order is not transcribed at all
- Order is transcribed incorrectly
- Allergy not documented on the medication administration record
- Allergy not documented on the order sheet

Prepared by:	**Verified by:**	**Approved by :**
Mr.Naresh	Dr.Gowtham Krishna	Mrs.Lakshmi Lavanya
Incharge - Pharmacy	Medical Director	Chief Executive Officer

3.3 Dispensing Error: A dispensing error shall include the following:

- Wrong drug, dosage or dilution dispensed
- Wrong preparation dispensed

3.4 Administration error:

- Scheduled dose is not documented as administered
- Drug administered without a Physician order
- Dose missed
- Wrong drug, dose, route or time of administration

3.5 An ADR is any noxious, unintended, undesirable, or unexpected response to a drug that occurs at doses used in humans for prophylaxis, diagnosis, or therapy, excluding therapeutic failure

4.0 Procedure:

4.1 Monitoring of Medication Errors:

- The pharmacist auditing the Indenting process of the medication shall identify any prescription errors
- All the indents shall be audited by the prescription audit team with a view to correct and prevent the possible medication errors in prescription and transcription.
- Medication errors in dispensing shall be monitored by the Floor Pharmacist, Physician and nurses.
- Medication errors in administration shall be monitored by the Physician and nurses.

4.2 Reporting of Medication Errors:

- All medication errors discovered in prescription, transcription and dispensing shall be reported to the Deputy Medical Superintendant & Nursing Superintendant and Pharmacy Head.
- All medication errors in administration shall be reported to the Deputy Medical superintendent using an incident report.
- All medication errors with potential harm to the patient are reported to the patient's physician and nurse immediately.
- Medication error reports shall be provided to the Pharmacist for evaluation

4.3 Analysis of Medication errors:

- A report of medication errors shall be analyzed to identify trends and methods to prevent further medication errors.
- All medications errors which qualify to be a sentinel event shall be analyzed by conducting a root cause analysis.

4.4 Process & Analysis of near misses & adverse drug reactions:

- Near misses are identified as events that have not occurred but could have caused considerable harm to the patient if it would have occurred
    - Near misses are captured through the time out for safety form that is available across the hospital and sent to the Quality office/Raise an incident for further process.
    - All Prescription, Transcription. Dispensing errors can be considered as Near miss.

Reference documents:

1. Incident forms

Prepared by:	Verified by:	Approved by :
Mr.Naresh	Dr.Gowtham Krishna	Mrs.Lakshmi Lavanya
Incharge - Pharmacy	Medical Director	Chief Executive Officer