

Fluid and Medication Checking Procedure

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Purpose

To outline the checking process to staff and approved persons involved in medication/fluid management.

Scope

Staff and approved persons involved in checking Fluid and Medication as per the Roles and Responsibilities policy Vol 12

Associated documents

- [Roles and Responsibilities Policy Fluid & Medication](#)
- [Student Nurse/Midwife Responsibilities with Fluid and Medication Management Policy](#)
- [Patient Identification policy](#) – Clinical policies
- [Peripheral IV policy](#) – Fluid & Medication
- [CVAD policy](#) – Fluid & Medication
- [Cytotoxic policy](#) – Fluid & Medication
- [Blood and Blood Products policy](#) – Fluid & Medication

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Important considerations for Checking

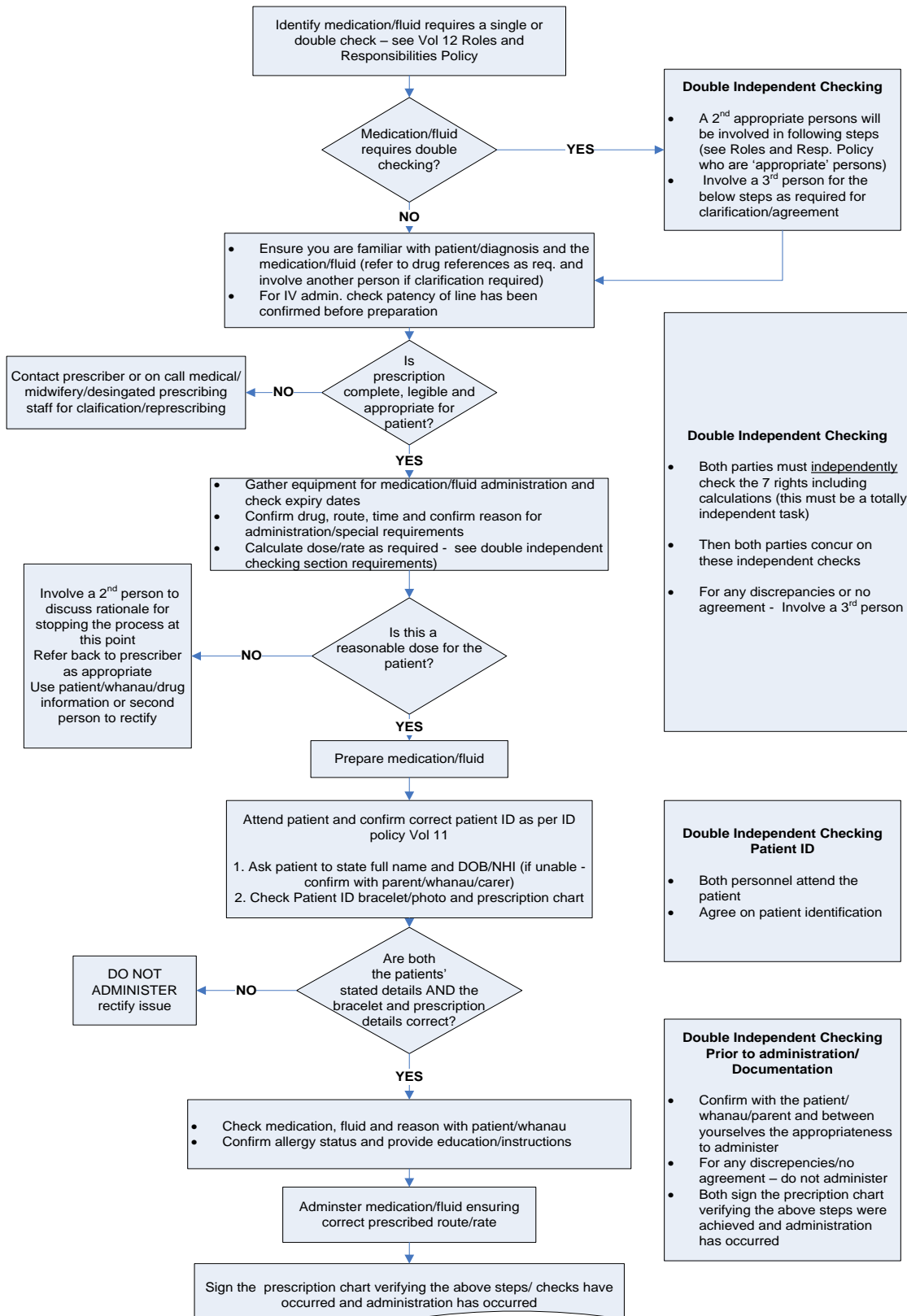
- Please refer to the Roles and Responsibilities policy for specific role and responsibility requirements related to fluid and medication management/therapy
- Where double independent checking is required the most appropriate personnel for the patient/medication/fluid/route must be used
- Staff and approved persons involved in checking must have appropriate training/skills to perform the procedure
- Where double independent checking or clarification is sought the personnel involved must come to the same independent conclusions without coercion
- Any personnel can stop the preparation/administration from occurring by requesting further intervention/information.
- The patient/parent/whanau must be included in the process where possible – the medication/fluid will not be administered if there is any patient/parent/whanau doubt on the accuracy of the dose/medication/fluid/time/route/ rationale and further clarification sought.

Flowchart for preparation and checking

See over

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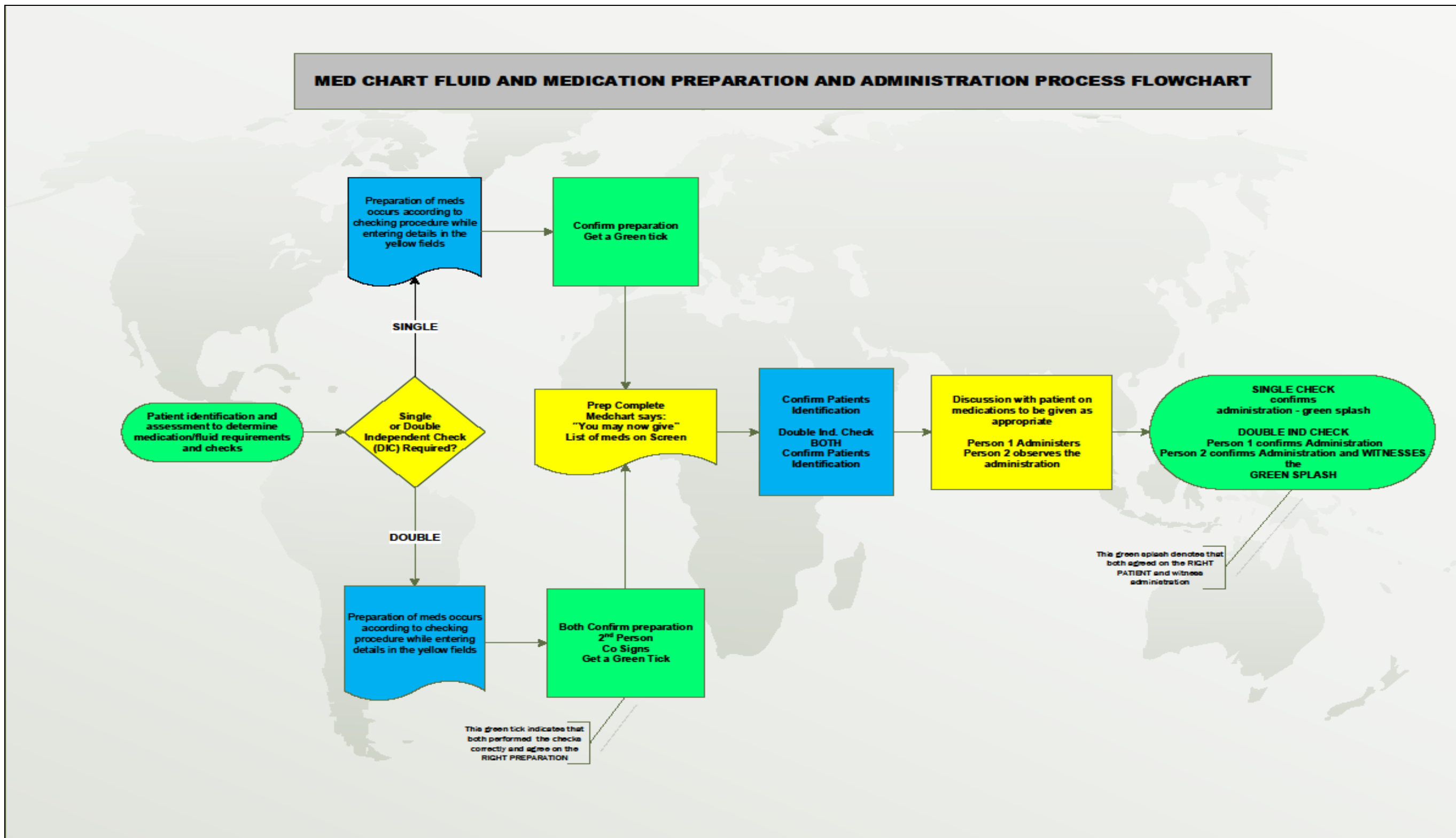
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MedChart process flowchart for preparation and checking

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References

- New Zealand Nurses Organisation Guidelines for nurses on the administration of medicines, 2007
- Emeds MedChart process flowchart work 2014-2015

Procedure Owner	CDHB Fluid and Medication Management Committee/MAC Chair
Procedure Authoriser	Chief Medical Officer & Executive Director of Nursing
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