

Fluid and Medication Checking procedure

Purpose

To ensure the safe preparation, checking and administration of medications and fluids according to best practice guidelines and patient centred care

Applicability

Staff and approved persons under the Fluid and Medication Roles and Responsibilities policy. Within CDHB facilities. Community preparation, checking and administration may differ from hospital facilities, please refer to that services policy.

Procedure

Important considerations Please refer to the Roles and Responsibilities policy for specific staff and approved persons scope related to fluid and medication management/therapy.

This procedure defines generic preparation, checking and administration process only. Please refer to specific requirements for preparation, checking and administration in the separate CDHB policies and procedures underlined in the controlled documents section.

Where double independent checking is required, the most appropriate personnel for the patient/medication/fluid/route must be utilised according to the roles and responsibilities policy.

Staff and approved persons involved in checking must have appropriate training/skills to perform the procedure and be cognisant of the medication/fluid, how it is prepared and administered and the side effects, therapeutic actions.

Where double independent checking or clarification is sought the personnel involved must come to the same independent conclusions without coercion/haste.

Any personnel can stop the preparation/administration from occurring by requesting further intervention/information.

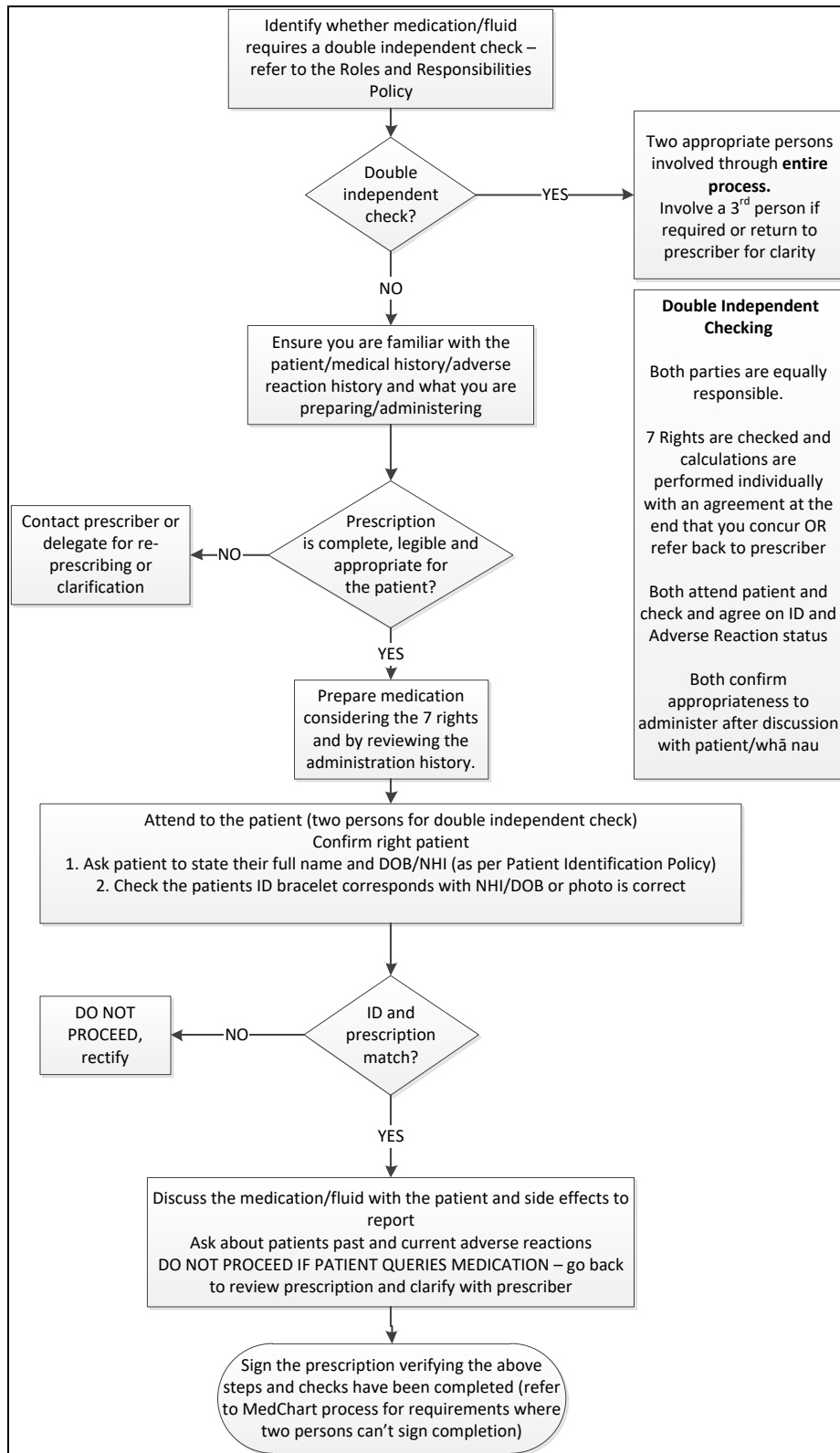
The patient/parent/whānau/support person must be included in the process where possible – the medication/fluid will not be administered if there is any patient/parent/whanau doubt on the accuracy of the dose/medication/fluid/time/route/ rationale where further clarification from the prescriber should be sought.

Refer to the self-medication policy for patients who can administer their own medications.

Refer to local standing orders for checking and administration of these medications/fluids.

For verbal orders refer to the verbal orders policy.

Medication/Fluid Checking procedure flowchart



Two appropriate persons involved through **entire process**.
Involve a 3rd person if required or return to prescriber for clarity

Double Independent Checking

Both parties are equally responsible.

7 Rights are checked and calculations are performed individually with an agreement at the end that you concur OR refer back to prescriber

Both attend patient and check and agree on ID and Adverse Reaction status

Both confirm appropriateness to administer after discussion with patient/whā nau

Associated material

Controlled documents

- Fluid and medication roles and responsibilities policy ref: 2401678
- Adverse reactions Identification and Documentation policy ref: 2402992
- Controlled and recorded drug policy ref: 2405546
- Student Nurse Midwife roles and responsibilities with fluid and medication management policy ref 2401682, and associated posters
- Patient identification policy ref: 2400587
- Hand hygiene policy ref: 2405524
- Hand hygiene - Are you glove aware ref:2407378
- MedChart Use policy ref: 2401108
- Medication Vest procedure (Burwood) ref: 2401969
- Peripheral IV policy ref: 2403034
- CVAD policy ref: 2400369
- Cytotoxic and Biotherapies policy ref: 2401692
- Blood and blood products policy ref: 2403050
- Single Check Medications – Child Health Service ref: 2403547
- Paediatric Oncology/Haematology Chemotherapy Time Out procedure checklist ref: 2310922

References

New Zealand Nurses Association (2018). Guidelines for nurses on the administration of medicines. Retrieved from [https://www.nzno.org.nz/Portals/0/publications/Guideline%20-%20Guidelines%20for%20Nurses%20on%20the%20Administration%20of%20Medicines%20\(002\).pdf?ver=2019-05-22-101207-447](https://www.nzno.org.nz/Portals/0/publications/Guideline%20-%20Guidelines%20for%20Nurses%20on%20the%20Administration%20of%20Medicines%20(002).pdf?ver=2019-05-22-101207-447)