

Standard Operating Procedure : Closed Loop Medication System

Objectives:	To ensure that there is a safe and efficient procedure in place for the administration of medicines and to enable compliance with the Medicine Policy.
Scope:	This guidance is designed for use on wards using the closed loop medication system.
Responsibilities:	The Registered Nurse in charge of a ward is responsible for ensuring the safe custody, storage and management of medicines. The safe administration of all medicines is the responsibility of an approved Registered Nurse, Nursing Associate, Midwife or Doctor.
Procedure:	Section 8.8 of the Medicine Policy describes the sequence for administration of medicines. On wards where the Closed Loop medication system is in place, the following sequence must be adhered to. The Registered Nurse / Nursing Associate responsible for the administration of the medication must:

Drug Administration using bedside locker or medication cart/trolley:

1. Take the computer on wheels, medication cart or medication trolley to the patient bedside.
2. Log in to Powerchart. Click to open the CareCompass page. Click on the List drop down arrow at the top of CareCompass to select the ward location of the patient to continue. Click on the Establish Relationships button to activate the functions on the page. Select the patient to be associated with the user by ticking the check button beside each patient. Click on the Ok button to continue. Click on the patient's name from CareCompass to open the patient record and continue.
3. Select the Drug Summary section.
4. Check what medication they have been prescribed and when the previous medication has been administered.
5. Check for drug sensitivity / allergies from the banner bar.
6. Click on the Medication Administration Wizard button from the banner bar.
7. Identify the patient: Scan the patient's ID wrist band and make a verbal positive identification of the patient if possible, against the details given on the electronic patient record. *If unable to scan the patient's wristband, e.g damaged wristband, click NEXT without scanning the wristband and select an appropriate override reason – e.g Unable to scan barcode. Reprint a wristband as soon as possible after the drug administration.*
8. Assess the patient can have the medication(s).
9. Select the drug required from the medication administration wizard.
10. Check that the prescription is clear and valid.
11. Select the relevant medication from the bedside locker, medication cart or trolley. Ensure that the medication packaging and the medication strip inside correspond exactly with the prescription. Scan the linear barcode on the medication packaging. If correct, the medication task matching the scanned medication is marked as complete in the list and goes bold in black. Dispense the medication into the appropriate container.
 - *Higher dose:* Repeat scanning the barcode until the barcode has been scanned as many times as the prescribed number of tablets/drops/sprays etc. If more than 4

scans needed to complete the dose, scan the medication barcode once to display the underdose screen. Double click on the intended medication in the task box which will revert back to original list of medication scheduled but the scanned medication will be bold in black. Single click on the result section of the intended medication or the small black triangle to the far right and adjust the dose accordingly.

- *Lower dose:* If the medication task is flagged red in the list after scanning the medication box and shows overdose which is expected but a dose adjustment is planned as only part of the medication is being given, click on the small black down arrow at the far right of the medication task or single click on results section of the intended medication. Change the administered dose to match the prescribed dose. Click OK.
 - *No Barcode:* If the medication does not have a barcode, click inside the tick box to the left of the task, select appropriate override reason – e.g., Unable to scan medication. Click OK.
 - *Patient Administered:* Right click inside the tick box to the left of the task, select record details and click on appropriate patient self administered drop down – unwitnessed or prompted. Click OK.
 - *Double checkers:* Single click on the results section of the intended medication or click on the black triangle to the far right of the medication. Click on the search icon next to the "Witnessed by field". Select another user other than the user currently logged in, click OK. Enter password for the named witness. Click OK.
 - *Medication not given:* Hover the mouse over the empty tick box to the far left of the task. Right click and click on record details. Tick the 'Not Given' box towards the bottom of the window. Select an appropriate reason for not giving the medication from the list. Click Ok
12. Repeat steps 9-11 until all medication due has been scanned.
 13. Administer the drug (s).
 14. Record the administration - Click Sign button.