


Ngā Rau Rākau Medication Guideline

MHAPPM/8960

Approved by:	General Manager – Mental Health & Addiction	First Issued:	August 2016	
Signature:	David Warrington	Review Date:	July 2022	
		Next Review:	July 2025	

Purpose

The purpose of this document is to ensure all registered nurses are aware of the medication room design and requirements, and that all medications are administered in a safe and timely manner.

This document is to be used in conjunction with MHAPPM/8953 – [Mental Health and Addiction Group Policy](#) which outlines the shared vision and expectations for the direction, values, principles, attitudes and ways of working to deliver a values based service.

Principles

All Te Whatu Ora – Health New Zealand, Te Matau a Māui Hawke’s Bay documents are based on and link back to our values; **He Kauanuanu** (respect), **Ākina** (improvement), **Raranga Te Tira** (partnership) and **Tauwhiro** (care), and are detailed so all persons are provided with clear information on the way they are expected to practice and undertake tasks.

Scope

This guideline applies to all registered nurses accessing the medication room.

Definitions

Refer to the Mental Health Service Definitions Glossary [\\FS3\share\Public\All Users\MHS Policy review\DEFINITIONS FOR WORDS AND TERMS IN USE WITHIN THE MENTAL HEALTH SERVICE.docx](#)

Roles and Responsibilities

Role	Responsibility
Pharmacist and Pharmacist assistant	Maintenance of stock Auditing of stocks as required
Registered Nurse	To familiarise and comply with the content of this document

Guideline

Medication Stock

Ward stock will contain the most commonly used medications. All tāngata whaiora requirements will be administered directly from ward supply.

Staff are to ensure that adequate supplies of Controlled Drugs are ordered to meet the needs of the ward.

All tāngata whaiora own controlled drugs must be entered into the tāngata whaiora Own Controlled Drugs Register as per Controlled Drugs documents ([IVTG/115](#) and [IVTG/161](#)) and stored in the Controlled Drugs safe.

Any tāngata whaiora specific medications will be kept in the red boxes, which are allocated by ward in the medication room.

These specific medications that are not held in ward stock will need to be ordered from Hospital Pharmacy during normal working hours, out of hours requirements will need to be sourced from other locations throughout the hospital. The list of medication locations can be located on Our Hub.

Medication Room

A maximum of two nurses will utilise the medication room at any one time. Any more than two nurses compromise ward safety and creates a risk of medication errors occurring due to distractions.

The location of the medication room means it can be entered from both Kowhai and Puketea wards. This allows nurses to make a safe assessment on which entrance they should use, depending ward acuity. This also applies when exiting the medication room, including the use of convex mirrors.

Administration

Medications will be checked and taken to tāngata whaiora. Before administration, tāngata whaiora wristband/identification must be checked against the tāngata whaiora identification label on the medication chart.

Documentation

Medication administration will be documented as per TMMHB/IVTG/117 – [Medicine – Administering and Monitoring](#).

All medication errors upon discovery will be reported in Safety1st reporting system. The event report must indicate the specific staff member involved in the error, please refer to policies for the definition of a medication error (TMMHB/IVTG/013 – [Medication Event Review Policy](#)).

Measurable Outcomes

A reduction in medication errors.

All Controlled Drugs are entered correctly, audits are completed and stocks maintained.

Tāngata whaiora safety is maintained and safe medication practices are followed.

Related Documents

MHASPPM/8953 – [Mental Health Service Policy](#)

TMMHB/IVTG/115 – [Controlled Drugs](#)

TMMHB/IVTG/117 – [Medicine – Administering and Monitoring](#)

TMMHB/IVTG/161 – [Controlled Drugs – Administration and Management](#)

TMMHB/IVTG/013 – [Medication Event Review Policy](#)

References

No references

Keywords

Controlled Drugs

Medication

Medication Room

***For further information please contact the Clinical Nurse Manager –
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