

**Chapter: Medication Administration**  
**Title: Medication Omissions/Errors**

**Effective Date: 11/21/12**  
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**New**

ACA Standard(s): 3-JCRF-4C-16

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(a) **Standard.**

Medication errors by halfway house staff are documented and reported in a timely manner to ensure youth safety. Documentation will be provided in accordance with the University of Texas Medical Branch-Correctional Managed Care (UTMB-CMC) Youth Services Pharmacy Manual policy 75.10.

(b) **Procedures.**

- (1) Immediately upon discovering a medication omission/error, call the assigned institution medical clinic and report the omission/error to the Health Services Administrator (HSA) or nurse in charge.  
**Person Responsible: All**
  - (2) Complete the Medication Error Report form before the end of the shift.  
**Person Responsible: All**
  - (3) Fax or email the Medication Error Report form immediately to the HSA or nurse in charge at the assigned institution medical clinic or give the form to the nurse if onsite. Place the Medication Error Report form in the Medication Error section of the Health Services Management System Binder.  
**Person Responsible: All**
  - (4) Notify the medical/psychiatric provider of the omission/error, receive any new orders, and document the new orders on the Medication Error Report form and in the medical record.  
**Person Responsible: Nurse**
  - (5) Notify halfway house staff of new orders in-person or by telephone and email the new orders to the:  
**Person Responsible: Nurse**
    - (A) HSA;
    - (B) human services specialist (HSS);
    - (C) superintendent; and
    - (D) assistant superintendent.
  - (6) Provide a copy of the completed Medication Error Report form to the HSA.  
**Person Responsible: Nurse**
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