

Chapter: Medication Administration	Effective Date: 4/15/17
Title: Medication Omissions/Errors	Page: 1 of 1
	Replaces: HHS.31.25, 11/21/12

(a) **Standard.**

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

(b) **Procedures.**

(1) Immediately upon discovering a medication omission/error, **a staff member:**

- (A) calls the assigned institution infirmary;
- (B) reports the omission/error to the health services administrator (HSA) or the institution nurse in charge;
- (C) completes the Medication Error Report form before the end of the shift;
- (D) emails the Medication Error Report form immediately to the HSA or the institution nurse in charge, or gives the form to the nurse if on-site;
- (E) emails the Medication Error Report to the regional nurse manager assigned to the facility; and
- (F) places the Medication Error Report form in the Medication Error Section of the Health Services Management Binder.

(2) The **institution nurse** or the **HSA:**

- (A) notifies the medical and/or psychiatric provider of the omission/error;
- (B) receives any new orders if applicable; and
- (C) documents the new orders on the Medication Error Report form and in the medical record.

(3) The **institution nurse:**

- (A) notifies halfway house staff of new orders in person or by telephone;
- (B) emails the new orders to the HSA, the human services specialist, the superintendent, and the assistant superintendent; and
- (C) provides a copy of the completed Medication Error Report form to the HSA.

(4) The **HSA** scans and emails the completed Medication Error Report with signatures to the UTMB program manager for nursing and compliance.
