

MANUAL TITLE:	MAC Rx Pharmacy Policies and Procedures Manual
POLICY #/TITLE	IIA1 Equipment and Supplies for Administering Medications
REVISION DATE:	
PAGES:	1 of 1

IIA1: EQUIPMENT AND SUPPLIES FOR ADMINISTERING MEDICATIONS

Policy

The facility maintains equipment and supplies necessary for the preparation and administration of medications to residents.

Procedures

- A. The following equipment and supplies are acquired and maintained by the facility for the proper storage, preparation, and administration of medications:
- 1) Lockable medication carts, cabinets, drawers, and/or rooms with well-lit medication preparation areas.
 - 2) A refrigerator and freezer with a thermometer for each section.
 - 3) Thermometers for reading room (non-air-conditioned) and controlled room (air-conditioned) temperatures. A temperature log with acceptable temperature ranges for each area should be maintained at all times.
 - 4) Space for medication preparation with access to a convenient water source.
 - 5) Oral syringes, parenteral syringes, needles, droppers, soufflé cups, water pitchers, drinking cups, applesauce/pudding, calibrated plastic medication cups, clean tissue, cotton balls, alcohol wipes, lubricant (for rectal and vaginal administration), labels for date opened/date expires, discontinued and other applicable procedures.
 - 6) Devices for crushing and splitting tablets.
 - 7) Examination gloves.
 - 8) Facility-approved hand sanitizer (securely stored so that residents cannot accidentally ingest large quantities).
 - 9) Small-volume nebulizer for administration of inhaled medications.
 - 10) Disposal containers for medications, sharps, and biohazardous waste generated during medication administration.
- B. The charge nurse on duty ensures that equipment and supplies relating to medication administration are clean and orderly.
- C. The consultant pharmacist monitors medication storage conditions on a **[quarterly]** basis and reports any irregularities and recommendations for improvement to the **[director of nursing]**.
- D. The charge nurse is notified if supplies are inadequate or equipment fails to work properly. The charge nurse reports equipment and supply deficiencies to the director of nursing.
- E. If carts are furnished by the provider pharmacy, the pharmacy promptly repairs or replaces nonfunctional carts. If carts belong to the facility, the cart manufacturer or distributor is notified for prompt repair or replacement if a problem with a medication cart occurs.