

Risk Management Rounds Medication Safety



Department:

Date of assessment:

Dear Manager,

The following are findings from Risk Management rounds in your department to assess medication security and storage. Please review the findings and submit a plan of action to me by:

Thank you,

Medication Security: Medications should not be accessible to the public or unauthorized personnel. The following are locked and medications are not accessible to public/unauthorized personnel:

	Yes	No	Action Plan:
Night cabinet			
Medication carts			
Anesthesia carts			
Medication refrigerators			
Medication rooms			
Entrance to the pharmacy			
Narcotics are maintained behind double locks			
Night cabinet is secure			
Narcotic box keys are secure			
Bags of disposed PCA narcotics are not found in publicly accessible trash cans			
Public accessibility to sharps are controlled			
Medications are not stored outside of designated areas (cabinets/drawers)			
Night cabinet is reconciled daily by pharmacy			
Unauthorized personnel are not going into medication room			

Medication Preparation Areas: Medication preparation areas should be known as "quiet zones". They should also be clean and orderly.

	Yes	No	Action Plan:
Nurses preparing medications are not disturbed			
Medication preparation area has adequate lighting			
Medication preparation area is orderly without clutter			
Medication preparation area is free from food and beverages			
The ceiling in the medication preparation area is intact and not leaking			
The air vents in the medication preparation area are clean			

Medication Storage: Medications should be stored appropriately to ensure infection prevention.

	Yes	No	Action Plan:
No food or beverages are stored in the medication refrigerator			
Medication refrigerator temperature logs are up to date			
Multi-dose vials are dated and timed			
Multi-dose vials are not expired (28 days beyond date opened except insulin or vaccines)			
Single dose vials are not saved for re-use			
No expired medications are found			
Re-usable by mouth medications (syrups) are also labeled with the patients name			
Labeled medications belong to patient who is currently a patient			

Comments: