



## Policy & SOP on Safe Medication Management

### 1. **POLICY STATEMENT:**

To established the standards of safe medication use and its management.

### 2. **PURPOSE & RATIONAL:**

To establish standards for a safe medication management system that addresses the medication selection & procurement, processes of storage, ordering and transcribing, preparing and dispensing, administering, monitoring, evaluation, expiry, and disposal management in accordance to all applicable laws and regulations.

### 3. **RESPONSIBILITIES:**

- Physician
- Pharmacists
- Nurses

### 4. **DEFINITION & TERMS:**

Medication is defined as any prescription medication; sample medication: herbal remedies; vitamins; nutraceuticals; over the counter drugs; or diagnostic and contrast agents used on or administered to persons to diagnose, to treat, or to prevent disease or other abnormal conditions; radioactive medication, respiratory therapy treatment; parenteral nutrition; and intravenous solution, solutions (plain, electrolytes and/ or drugs).

#### **Formulary Management:**

- Medication, as an important resource in patient care, must be organized effectively and efficiently. Medication management is not only the responsibility of pharmacy, but is a shared responsibility of Health care practitioners of clinical and diagnostic areas and the related staff.
- To ensure efficient medication management and use, the hospital conducts a system review at least once a year which includes the following:
  - Planning
  - Selection & Procurement

- Storage
- Ordering
- Preparing & dispensing
- Administration
- Monitoring
- Evaluation
- The Annual review identifies how well system is working by pulling together all information and experience related to medication management as identified in this policy.
- Pharmacy Services is supervised by a licensed and/ or registered pharmacist.
- Both pharmacy and medication are managed as per prevailing laws and regulations.
- Appropriate sources of drug information (e.g. up to date, Micromedex, Drug information Centre) are current, used in pharmacy for medication safety information.

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