



Volume VII
Book A Medical Staff
Chapter 1 Medical Staff Approved Policies
Policy Number XX

Last Revised: xx/xx/xx

SELF-ADMINISTRATION OF MEDICATION BY PATIENTS POLICY

PURPOSE The purpose of this policy is to establish guidelines for the self-administration of medications by non-staff members (e.g. patients, family members)

POLICY STATEMENT Self-administration of medications by inpatients is not encouraged. When medications are to be self-administered the following are required:

- A. For administration of medications by non-staff members (eg.patients, family members) the individual(s) must be deemed competent for self-administration prior to the physician or authorized prescriber ordering the medication.
- B. Specific medication order(s) are written by the physician or authorized prescriber, for self-administration by the patient or caregiver, including the medication, dose, frequency, route, indication, and whether the medication is to be stored at bedside.
- C. If kept at bedside, the medication shall be labeled as "Bedside Medication" by the Pharmacy. When additional medication is needed the nurse shall notify the pharmacy.
- D. Patient education for the patient or caregiver (non-staff member) shall include information on the medication, dose, frequency, route, indication, and expected actions or side effects.
- E. Documentation of patient education for self-administration of medications shall made in the patient medical record.
- F. Documentation of administration of medications by non-staff members shall be made in the patient medical record.

SCOPE This policy covers all Inpatients, Ambulatory Treatment Center

Patients, and 23 hour Observation Patients at M.D. Anderson Cancer Center.

DEFINITIONS None

SELF-ADMINISTRATION OF MEDICATION BY PATIENTS PROCEDURE

- | | |
|----------------------------------|---|
| General requirements | 1. Self-administration of medications by non-staff members (e.g. patients, family members) is not encouraged. Specific written orders are required for self-administration. |
| Non-Staff member competency | 2. The physician or other authorized prescriber, prior to ordering medications for administration by non-staff members (e.g. patient, family members), shall assess the competency of the individual (through discussion, review of patient condition, etc.) for medication self-administration. |
| Order requirements | 3. Orders require the following: <ul style="list-style-type: none">● Specific medication orders shall be written by the physician or authorized prescriber for self-administration by the patient or caregiver.● Such medication order(s) shall also include the medication, dose, frequency, route, indication, and whether the medication is to be stored at the bedside.● If kept at bedside, the medication shall be labeled as "Bedside Medication" by the Pharmacy. Otherwise, the medication will be kept in the nursing unit's medication cart. |
| Use of patient's own medications | 4. If the medication to be self-administered is the patient's own medication, the requirements for the policy on <i>Medication Brought into the Hospital by the Patient Policy</i> must also be met. |
| Supply of Medication | 5. When additional medication is needed for bedside use and self-administration, the nurse shall notify the Pharmacy. |
| Patient Education | 6. Patient education must be completed before the individual is allowed to self-administer the medication. <ul style="list-style-type: none">● Patient education for the patient or caregiver (non-staff member) shall be reviewed with the patient by the physician or other authorized prescriber, nurse, or appropriate healthcare provider within their scope of practice.● Patient education will include information on the medication, indication for use, how to take the medication |

(dose, frequency, route), and expected actions or side effects.

- Documentation of patient education shall be made in the patient medical record according to institutional policy.

Documentation of
Administration

7. The nursing personnel responsible for medication administration shall record each self-administered dose by the patient/caregiver in the patient medical record on the Medication Administration Report/Record (MAR).

REFERENCES:

1. JCAHO Standard MM 5.20
2. MDACC Safety Standards for Medication Use

Approvals:

Committee Review	Names	Date:
Approved by: P&T Committee	Title: Tejpal Grover, MD	Date: 12/02/03
Approved by: ECMS Committee	Title: Anas Younes, MD	Date: 01/27/04
e-mail recipient Sharon Bronson, MS, RPh	Lotus Note Address: sbronson@mdanderson. org	
e-mail recipient William J. Dana, PharmD	Lotus Note Address: wdana@mdanderson.org	
Steward:	Title:	

History

Issue Date:	mm/yy	Archival Record:	xxx	
Revision #1:	mm/yy	Archival Record:		xxx
Revision #2:	mm/yy	Archival Record:	xxx	
Revision #3	mm/yy	Archival Record:	xxx	

Next Scheduled Revision: (mm/yy)**Notes:** xxx