

OREGON STATE HOSPITAL

POLICY ATTACHMENT

PROCEDURES A: Emergency Use of Medications from Automatic Dispensing Cabinets (ADCs) and Emergency Kits (E-Kits) **POLICY: 10.004**

POINT PERSON: Director of Pharmacy

APPROVED: Superintendent **DATE: MAY 5, 2023**

SELECT ONE:

<input type="radio"/> New policy attachment	<input type="radio"/> Minor/technical revision of existing policy attachment
<input checked="" type="radio"/> Reaffirmation of existing policy attachment	<input type="radio"/> Major revision of existing policy attachment

RESPONSIBLE PERSON/GROUP	PROCEDURES
Practitioner	<p>In an emergency situation, as defined in OSH policy 10.004, “Medications in Emergency Situations:”</p> <ol style="list-style-type: none"> 1. Assess the patient, check the patient’s allergies, and consider any contraindications prior to prescribing a medication. 2. Give a verbal order to a nurse for an emergency medication to be administered immediately. 3. Once the emergency has subsided, coordinate with a nurse to ensure the order is submitted immediately to the pharmacy.
Nurse	<ol style="list-style-type: none"> 1. Assess the patient, check the patient’s allergies, and consider any contraindications prior to administering a medication. 2. Upon receipt of a verbal order from the practitioner to administer emergency medication: <ol style="list-style-type: none"> a. Retrieve the medication(s) from the Automatic Dispensing Cabinet (ADC) using the override functionality (see Nursing protocol 2.060, “Medication Administration”) or from the Emergency Kit (E-Kit), b. Visually verify the medication is correct since it cannot be barcode scanned, and c. Administer to the patient per the practitioner’s order. d. Communicate the administration to other nurses to avoid double medication administration.

	<ol style="list-style-type: none">3. Once the emergency has subsided, coordinate with the practitioner to ensure the order is submitted immediately to the pharmacy.4. If medication from an E-Kit was used, complete the E-Kit requisition form attached to each E-Kit and scan it to pharmacy.5. Once the order is entered into the electronic medical record and verified by Pharmacy, document the administration of the medication(s) in the electronic medical record.
Pharmacist	<ol style="list-style-type: none">1. Upon receipt of the medication order(s), contact the practitioner with any questions.2. Enter the order(s) into the patient's electronic medical record and verify them per Pharmacy department medication verification standard work.
Pharmacy	<ol style="list-style-type: none">1. Run an override report daily to evaluate policy compliance and appropriateness of ADC overrides.2. Upon receipt of an E-Kit requisition, deliver a replacement E-Kit and retrieve the opened E-Kit.3. Prepare the opened E-Kit for redeployment:<ol style="list-style-type: none">a. Reconcile and replenish standard contents of E-Kits,b. Review and record the expiration of all drug contents, andc. Stage the newly replenished E-Kit for deployment.