OREGON STATE HOSPITAL

POLICY

SECTION 10:	Medications	**POLICY: 10.004**
SUBJECT:	Override Process for Medications in Emergency Situations	
POINT PERSON:	Director of Pharmacy	
APPROVED:	Jim Diegel James Diegel (Sep 16, 2026 09:42:07 PDT) Interim Superintendent	**DATE: SEPTEMBER 14, 2026**
SELECT ONE:	☐ New Policy ☐ Reaffirmation of Existing Policy	☒ Policy Revision

I. PURPOSE AND APPLICABILITY

A. To ensure medications are readily and safely available for use at Oregon State Hospital (OSH), this policy:

B. Explains when staff can obtain and administer emergency medications from Automated Dispensing Cabinets (ADCs) or Emergency Kits (E-Kits) without following the usual steps.

C. Specifies the medications that can be administered in this way, as listed in Attachments A & B.

1. Explains how staff should obtain and administer these medications during an emergency.

D. This policy applies to staff who order, prepare, or administer medications.

II. GUIDELINES

A. Normal Process

OSH has rules for ordering and administering medications. These are listed in other OSH policies and in Pharmacy and Nursing protocols.

B. Emergency Situations

Skipping the normal medication process can be risky because it removes safety checks. Because of this:

1. Staff may bypass the pharmacy medication review and administer select medications without a pharmacist's verification when the following circumstances apply:
    a. A licensed practitioner decides that waiting for pharmacist review of a medication order could harm the patient (due to an emergency medical condition or a behavioral emergency, for example).
    b. The medication being ordered appears on Attachment A or B of this policy.
2. A licensed practitioner needs to submit a medication order with a frequency of "STAT" to communicate to nurses that they have decided a medication should be administered without pharmacist review.
3. When a nurse obtains a medication order with a frequency of "STAT", then if the medication is also on the override list (please see Attachments A & B), they may administer the medication by override.
4. Pharmacy staff will audit all medication overrides within the next business day.

C. Non-emergency situations do not allow skipping pharmacy review. Urgent situations (like needing pain medicine quickly) are not emergencies. In urgent cases, staff should call the pharmacy or the on-call pharmacist for faster review.

D. Staff shall follow Procedure A when obtaining emergency medications from ADCs or E-Kits.

E. Medications listed in Attachment A (ADC list) and Attachment B (E-Kit list) may be obtained without a pharmacy review. If a medication is not on these lists, it needs to be reviewed and verified by Pharmacy first — even in an emergency.

F. If there is a medication error during the override medication process, staff shall complete a Medication Variance Report using the OSH Incident Reporting System.

G. Oregon State Hospital (OSH) follows applicable regulations, including federal and state statutes and rules; Oregon Department of Administrative Services (DAS), Shared Services, and Oregon Health Authority (OHA) policies; and relevant accreditation standards. Such regulations supersede the provisions of this policy unless this policy is more restrictive.

H. Failure to comply with this policy or related policy attachments or protocols may be subject to disciplinary action.

III. DEFINITIONS (SEE GLOSSARY)

IV. PROCEDURES

Procedures A — Emergency Use of Medications from Automatic Dispensing Cabinets (ADCs) and Emergency Kits (E-Kits)

V. ATTACHMENTS

Attachment A — Emergency Medications Stocked in Automatic Dispensing Cabinets (ADC)

Attachment B — Emergency Medications Stocked in Emergency Kits (E-Kits)

10.004 Override Process for Medications in Emergency Situations

Final Audit Report 2026-09-16

Created:	2026-09-14
By:	Alicia Trenta (alicia.j.trenta@oha.oregon.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAe1wZh41fuoafzxGAkoKC8HdzgKao1wnR

"10.004 Override Process for Medications in Emergency Situations" History

Document created by Alicia Trenta (alicia.j.trenta@oha.oregon.gov)
2026-09-14 - 5:36:14 PM GMT- IP address: 159.121.202.141

Document emailed to James Diegel (james.a.diegel@oha.oregon.gov) for signature
2026-09-14 - 5:37:00 PM GMT

Email viewed by James Diegel (james.a.diegel@oha.oregon.gov)
2026-09-16 - 4:41:26 PM GMT- IP address: 104.47.65.254

Document e-signed by James Diegel (james.a.diegel@oha.oregon.gov)
Signature Date: 2026-09-16 - 4:42:07 PM GMT - Time Source: server- IP address: 159.121.202.174 - Signature Appearance Selected: DRAW

Agreement completed.
2026-09-16 - 4:42:07 PM GMT

Adobe Acrobat Sign