

The administration of medicines outwith prescribed times



Purpose of this procedure:

If the patient has missed regularly prescribed medicines because they were absent from the ward at the time the medicine was prescribed, then confirm with colleagues that the medication has not been administered.

The Procedure:

- 1.0 Contact a prescriber to advise them of the situation and provide information on the patient's medicines that have been missed.
- 2.0 If there is no prescriber in the clinical area or able to attend then a prescriber may authorise by telephone the administration of the medicines. The name of the doctor authorising and the medicines to be administered must be recorded in the patient's notes
- 3.0 The authorised medicines must be administered immediately, taking into account any specific guidance regarding administration, for example to be given with food
- 4.0 The administration must be recorded on the Prescription and Administration Chart against the original time prescribed with the actual time of administration clearly marked in the administration space either directly above or below
- 5.0 The frequency of occurrence of missed administration times for individual patients should be monitored and consideration given to changing the regular administration times.

Associated materials/references:

[The Safe Use of Medicines Policy](#)