



Attachment G- Long-Acting Injectable Medication Administration

Requesting IM/SQ injection medication delivery to clinics from pharmacy:

1. At least one week before IM/SQ injection is scheduled, check medication orders for:
 - a. Medication name
 - b. Strength
 - c. Dose
 - d. Route
 - e. Frequency
 - f. Prescription end date (if prescription end date is expired hold medication and notify prescriber)
 - g. Upcoming prescriber appointment (assist client schedule appointment as needed)

Option: Making a weekly medication check list with above items and date/time of scheduled administration may be helpful to keep track of check being done.
2. Order medication delivery: Make a list with client name, medication name, strength/concentration, dose, and frequency, then fax list to Ted's Village Pharmacy or alternate delivering pharmacy.
3. Call pharmacy to check medication request list was received, confirm orders are accurate and current. Ask when they will be delivered.

Receiving IM/SQ injection medications at clinics:

1. Obtain medications directly from pharmacy runner or medically licensed personnel.
2. Check labels for client name, medication name, strength, dose, route, and expiration date.
3. Sign and date medication receipt for pharmacy and keep a copy in medication room records for a year.
4. Store medications according to package instructions.

Option: If keeping a weekly medication check list, mark that medication is on hand.

IM/SQ injection medication changes:

Any changes in the medications must be clearly noted in the medical record (OrderConnect) including any medications that are stopped (D/C'd), restarted, or for which any dose changes have been made (P&P 95-07, Part B, Paragraph #4).

Prescriber to notify nurse of IM/SQ medication prescription changes promptly/before next injection is due and document.



Before giving IM/SQ injection verify:

1. Right patient

- Use 2 identifiers: client name on the order and date of birth on chart.
- Ask patient to identify himself/herself/themselves.
- Confirm the rationale for the ordered medication. Why is client taking this medication? Ask client how medication helps him/her/them.

2. Right medication

- Check prescription in OrderConnect.
- Check the medication label for medication name, strength, and expiration date.

3. Right dose

- Check dose in OrderConnect.
- If necessary, confirm appropriateness of the dose using a current drug reference.
- If necessary, calculate the dose and have another nurse or pharmacist calculate the dose as well.

4. Right route

- Check route in OrderConnect.
- Check appropriateness of the route ordered.

5. Right time

- Check frequency in Order Connect.
- Confirm when last dose was given.
- Double-check that you are giving the ordered dose on the correct date/time.

After giving medication:

- Document injection was administered in the client medication administration record (MAR), include:
 - Date of administration
 - Medication name
 - Lot# on the syringe/vial
 - Expiration date on the syringe/vial
 - Dose
 - Route
 - Site
 - Frequency
 - Medication order was checked prior to given medication to confirm order is current.
 - Checks needed before administering medications (i.e., laboratory value(s), vital signs, injection site reaction).
 - Your monitoring of the client (i.e., mental status examination/MSE, that drug led to the desired effect(s), side effects).



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- Any other applicable nursing intervention(s).
- Date of next due IM injection, if applicable.

Safety:

Reduce distractions, whenever possible do not include additional case management duties during IM injection visit. Case management can be done before or after the injection visit.

Clinic supervisor or designee to ensure nurse has adequate staff backup available during injections, as requested by nurse.

Nurse should have chaperone present when administering injections to minors.