

**POLK MEDICAL CENTER
POLICY AND PROCEDURE MANUAL
PATIENT CARE SERVICES**



TITLE: Start Time for Medications, IVs, and Medication Schedules	Policy No.: P-PCS-06-004
Purpose: To provide a consistent medication administration schedule for Polk Medical Center and to establish which medications are time critical. This policy also establishes the acceptable window for the administration of medications.	Developed Date: 10/1/14 Review Date: 6/15,10/15, 3/16, 3/17, 3/18, 6/20 Revised Date: Review Responsibility: CNO, Clinical Council, Director of Pharmacy, Pharmacy and Therapeutics Committee

Policy:

The Standard Drug Administration Schedule is established as a guide for uniform dosing of inpatients. This schedule will be used unless the prescriber has stated in writing a specific dosing schedule or if nursing professional judgment indicates a change from the established time is necessary for a specific patient.

The Pharmacy maintains the Standard Drug Administration Schedule and will establish medication administration times for all order entries unless the order specifies otherwise. These standard schedules/frequency tables are programmed into the Cerner PharmNet System.

The Standard Drug Administration Schedule is endorsed by the Pharmacy and Therapeutics Committee and the Executive Committee of the Medical Staff. Changes, additions, or deletions to any medication schedule are made only after they are approved by the change control process with representation from the Medical Staff, Pharmacy, and Nursing.

IV antibiotics will not necessarily be administered according to the routine schedules listed. They may be placed on a schedule other than one of the routine schedules according to the agent and the needs of the patient. Antibiotics that are changed from IV to PO will remain on the same scheduled times as when they were given IV unless it needs to be adjusted for interaction purposes. (example: Levaquin IV to PO)

TIMING OF MEDICATION ADMINISTRATION

Medication administration priorities will be as follows:
STAT, then NOW, then Routine orders.

Expected turnaround times for medications for the following order types are as follows:

- STAT: < 15 minutes
- NOW: < 60 minutes
- ROUTINE: < 2 hours

DEFINITION OF SCHEDULED MEDICATIONS

Scheduled medications include all maintenance doses administered according to a standard, repeated cycle of frequency.

MEDICATION ADMINISTRATION TIMES THAT ARE EXCEPTIONS TO SCHEDULED MEDICATIONS DEFINITION

The following list represents medication schedules that are not eligible for scheduled dosing times:

- ◆ STAT and NOW doses
- ◆ First doses and loading doses
- ◆ One time doses
- ◆ Specifically timed doses
- ◆ On-Call doses
- ◆ Drugs administered at specific times to ensure accurate peak/trough/serum drug levels
- ◆ PRN medications

TIME-CRITICAL SCHEDULED MEDICATIONS

Time-critical scheduled medications are those for which an early or late administration of greater than thirty minutes might cause harm or have significant, negative impact on the intended therapeutic or pharmacological effect.

The following medications, medication classes and dosing schedules are considered time-critical scheduled medications that should be **administered at the time prescribed or within 30 minutes before or after the scheduled dose, for a total window of 1 hour.**

- ◆ Medications with a dosing schedule more frequent than every 4 hours
- ◆ Anticoagulants
- ◆ Immunosuppressive agents used for the prevention of solid-organ transplant rejection or to treat myasthenia gravis
- ◆ Medications that must be administered apart from other medications
 - Oral Fluoroquinolones
- ◆ Medications that require administration within a specified period of time before, after or with meals:
 - Rapid and short acting insulin
 - Certain oral antidiabetic medications
 - Acarbose
 - Nateglinide
 - Repaglinide
 - Glimepiride
 - Oral Bisphosphonates
 - Digestive Enzyme Replacements

Important Note: Medications administered at mealtimes require nursing judgment regarding the actual scheduled time of administration, which may fluctuate based on meal delivery time, actual consumption of the meal, and the patient's condition.

The pharmacy will include a note on all medications that meet Time-Critical scheduled medication criteria that will read "Time-Critical Scheduled Medication" that will display on the MAR.

NON-TIME-CRITICAL SCHEDULED MEDICATIONS

Scheduled medications that do not meet the criteria of one of the Time-Critical Scheduled Medications categories are considered Non-Time-Critical Scheduled Medications. **Non-Time-Critical Scheduled Medications must be administered within 1 hour before or after the scheduled time, for a window that does not exceed 2 hours.**

Clinical circumstances may necessitate omitting medications, deviating from standard administration times, or may necessitate administering Time-Critical and Non-Time Critical medications early or late beyond the definitions outlined in this policy. When this occurs, a reason for the omitted, delayed or early dose will be documented in the patient's chart.