I. STATEMENT OF POLICY
This policy on the Ten Golden Rules of Drug Administration shall serve us to ensure an accurate and effective administration of drugs to all patients.

II. GUIDELINES

1. Staff nurse takes a complete drug history.
   1.1. Staff nurse interviews patient on admission an every time a new drug is ordered and documents the following on the nursing database/kardex.
       1.1.1. Prescribed medications
       1.1.2. Over the counter medications taken
       1.1.3. Effectiveness of the medications
       1.1.4. Duration of medications taken
       1.1.5. Compliance to dose and frequency of medications
       1.1.6. Adverse reaction/side effect

2. Staff nurse finds out that patient has drug allergy.
   2.1. Staff nurse interviews patient and documents the following on the database/kardex.
       2.1.1. Specific drug that caused the allergy
       2.1.2. Specific food that cause the allergy
       2.1.3. Specific untoward reaction/manifestation caused by drug and food
       2.1.4. Management that afforded relief

   3.1. Staff nurse shall be oriented on the drug-drug and drug-food interactions and incompatibilities based on the Drug/Food Interaction Charts provided by the Pharmacy and Dietary divisions respectively.
   3.2. Staff nurse shall refer to the Interaction Charts and drug references prior to drug administration for confirmation/verification.
4. Staff nurse administers the right drug

4.1. Preparation Phase

4.1.1. PM bedside nurse performs strict 24-hour check on the patient’s chart, kardex, medication cards as indicated by: Affixing signature, date and time on the doctor's order sheet and countersigned by the charge nurse.

4.1.1.1. Affixing signature on the following date column of the medication sheet by the charge nurse

4.1.1.2. Complete data written in the medication card countersigned by the charge nurse

4.1.1.3. Current medications updated on the kardex. PM shift nurse strictly checks availability of the medications for the next 24 hours

4.1.2. PM shift nurse strictly checks availability of the medications for the next 24 hours

4.1.3. Outgoing shift nurse endorses current medications of patients to incoming shift nurse

4.1.3.1. Outgoing shift nurse reads each current medications based on the medication card to the incoming nurse

4.1.3.2. Incoming nurse refers to the medication sheet while receiving the medication card from the outgoing nurse.

4.1.3.3. Outgoing nurse states the total number of medication cards endorsed to the incoming nurse.

4.1.3.4. Incoming nurse counterchecks availability of medications to be administered during her shift.

4.1.4. Staff nurse uses the medication cards as basis of preparing medications.

4.1.5. Staff nurse prepares medications that are due for only one (1) specific time and places them in the medication glass.

4.1.6. Charge nurse counterchecks medication to be given by the bedside nurse.

4.1.7. Staff nurse brings prepared medications to the patient with medication tray.
4.1.8. Staff nurse opens due medications (tablets/capsules) in front of the patients. Medications given by NGT shall be pulverized while still sealed in the Medication and Treatment Room and shall be opened at the bedside.

4.1.9. Staff nurse brings bottle of liquid medications (syrup/elixir), pours in the calibrated glass in front of the patient.

4.1.10. Staff nurse brings prepared IV/IM medications in a syringe with attached medication card and alcoholized cotton balls placed on the medication tray.

4.2. Administration Phase

4.2.1. Staff nurse administers oral medication with a prepared glass of water unless contraindicated.

4.2.2. Staff nurse remains with the patient until each medication is administered.

4.2.3. Staff nurse administers IV/IM medications based on the ANSAP IV Therapy Guidelines.

4.3. Observation of Precautionary Measures:

4.3.1. Staff nurse checks vital signs before and after giving medications

4.3.2. Staff nurse monitors untoward reactions after giving the medications (15 minutes to 2 hours).

5. Staff nurse administers the right dose

5.1. Staff nurse uses the medication card as a basis for checking the right dose

5.2. Staff nurse computes the right dose based on the approved Handbook for Standard Formula of Drug Administration provided by the Drug Formula Committee

5.3. Staff nurse uses appropriate measuring devices i.e. calibrated glass, dropper for oral liquid medications, syringes for IV/IM injections, syringe pumps or solusets for IV drug supports.

6. Staff nurse administers the right drug by the right route

6.1. Staff nurse uses the medication card as a basis of checking the right route of medication (oral, sublingual; NGT, subcutaneous, IV/IM, topical inhalation)
7. Staff nurse administers the right drug at the right time.
   7.1. Staff nurse uses the medication card as a basis for checking the right time and frequency
   7.2. Staff nurse implements the standard protocol for medication time unless specified
   7.3. Staff nurse administers the medication on time or within 30 minutes before and after the prescribed time

8. Staff nurse administers the right drug to the right patient
   8.1. Staff nurse asks patient to state the name and birthdate
   8.2. Staff nurse strictly checks the ID band provided by Admitting Section placed on the patient's wrist upon the admission
   8.3. Staff nurse with significant others

9. Staff nurse teaches patient about drug he/she is receiving
   9.1. Staff nurse assesses initially if patient/significant others have knowledge on the medications he/she is receiving before providing health teachings about the following:
      9.1.1. Name of the drug
      9.1.2. Dose
      9.1.3. Route
      9.1.4. Frequency
      9.1.5. Indications
      9.1.6. Actions
      9.1.7. Precautionary Measures
      9.1.8. Adverse effects / Side effects

10. Staff nurse observes right documentation
   10.1. Staff nurse affixes signature in the medication sheet every after each medication is administered by the bedside nurse.
   10.2. Charge nurse countersigns the medication sheet.
   10.3. In the event that the charge nurse administered the medication, the bedside nurse countersigns the medication sheet.
| 10.4. | Staff nurse records the correct drug, dose, route, time of administration for STAT and single dose medications and countersigned by the charge nurse. |
| 10.5. | Staff nurse documents on the Progress Notes response or adverse effects of medications given and nursing actions taken. |
| 10.6. | Staff nurse documents accepted abbreviations of medical terms only. |