

Medicines Omission Tool

Ward:

Date:

Please complete during medicines administration rounds and reconcile any medicines omitted at the end of the round by discussing with medical staff/appropriate prescriber and agreeing appropriate actions.

To be completed by nursing staff administering medications					To be completed by prescriber	
Date/Time	Patient's Name	CHI	Medicine Omitted	Reason for Omission	Outcome* (i.e. withhold/continue/stop)	Prescriber Signature

*The outcome and plan should be clearly communicated to nursing staff and documented on the drug administration chart.

Guidance Notes

Background:

Omitted doses of medicines are one of the most commonly reported category of Medication Incidents reported on DATIX, some of which have been associated with significant or potentially significant patient safety issues. The Area Drug and Therapeutics Committee: Safer Use of Medicines Committee, as well as the Scottish Patient Safety Programme, has identified omitted doses of medicines as a significant clinical risk and as a priority area for improvement.

A 'Medicines Omission Tool' was developed as part of quality improvement work within Greater Glasgow and Clyde to reduce missed doses from those requiring a prescription clarification; however, the use of this tool can be helpful in identifying any non-administration code of medicines for prompt action.

The use of a post-drug administration round communication tool introduces a robust process to highlight and rectify missed doses of medicines in a timely manner between nursing, medical staff and other prescribers to reduce patient harm.

Actions for Nursing Staff:

- This tool should be used during the medicines administration round by nursing staff to identify and document missed doses of medicines for the attention of prescriber.
- Missed doses of medicines are identified as a non-administration code recorded on the Kardex.

Actions for Medical Staff/Appropriate Prescriber:

- This tool will act as a prompt for prescribers to rectify outstanding medication-related issues identified on the medicines administration round by nursing staff.
- The prescribing clinician will communicate a plan of action to nursing staff, as well as document this on the tool and Kardex.
- The outcome of a plan of action may consist of continuing, amending, withholding or stopping a medicine as deemed clinically appropriate.