MEDICATION INCIDENT REPORTING FORM.
Sioux Lookout Zone

Community _____ **Client"s File #** _____ **M ☐/ F ☐** **Age** _____

Complete as soon as possible after discovering a medication error and giving appropriate patient care and fax to your AZNO within 24 hours @: 807-737-3871, following discovery of error/incident

A. EVENT. Date and time of event: _____

What type of medication incident occurred:

☐ Incorrect medication
☐ Incorrect dose/ miscalculation
☐ Incorrect IV rate
☐ Expired solution /medication given
☐ Unordered medication given
☐ Other (specify, ie dispensing): _____

☐ Incorrect client (Describe below)
☐ Incorrect route / site
☐ Adverse reaction
☐ Narcotic loss
☐ Extra / repeated dose, medication given

Please describe the error. Include description / sequence of events, time, type of staff involved, work environment (eg. Short staffing, no pharmacy stock, etc.) Attach separate sheet if necessary

_____

_____

Persons involved in REPORTING & RESPONSIBLE for the initial error/ incident/ potential error / incident

	RN (FT/PTR)	RN (RL)	RN (Agency)	CHR
Person reporting incident:	☐	☐	☐	☐
Person responsible for incident:	☐	☐	☐	☐
Person who witnessed the incident:	☐	☐	☐	☐

How was the error (potential for error) discovered / intercepted? _____

_____

Circle the "**Error Outcome Category: A B C D E F G**" (see section 'F' for definitions)
If _Category A, go to_ section C-D. For Categories B-G, complete remaining sections A-D

Please provide client's diagnosis (es). _____
Original drug order: name, manufacturer, dosage etc: _ _____
Drug client received: name, manufacturer, dose etc. _____

Describe the direct result of error on the client (include all local / systemic symptoms). _____

_____

B. INTERVENTION. Indicate all interventions as a direct result of the incident /error.
☐ Vital signs monitoring initiated
☐ Oxygen administered
☐ CPR administered
☐ Airway established / patient ventilated
☐ Other

☐ Drug therapy initiated / changed
☐ Client medivac to hospital
☐ Laboratory tests performed / sent out
☐ Antidote / narcotic antagonist administered

C. ACTION TAKEN. Name & time of those notified:
☐ NIC
☐ Physician
☐ Other

☐ AZNO
☐ Pharmacist

Actions taken to avoid future errors / incidents.
☐ Education / training provided
☐ Environment modified
☐ Other (indicate)

☐ Inform patient / caregiver / community leader of error
☐ Improve on communication process

D. IMPLICATIONS. Nursing implications:[risk, future problem, practice issue] _____

_____

Full name of person reporting: _____ **Title** _____ **Date** _____

E. OUTCOME   Action taken by Management

Describe any action taken by management:
☐ Education / training provided   ☐ Formulary change
☐ Environment modified   ☐ Policy / procedure changed/ instituted /modified
☐ Improve on communication process   ☐ Staffing discipline
☐ Inform patient / caregiver / community leader of error   ☐ Other

Any other suggestions regarding system changes to prevent error: _____

_____

Name & Signature (Manager):   Title   Date

Thank you for contributing to patient safety and quality of care.

Medication Incident Outcome Category

E. Definition

A medication error is defined as: "Any preventable event that may cause or lead to inappropriate medication use or patient harm, while the medication is in the control of the health care professional. Such an event may be related to professional practice, procedures, and systems including: prescribing, order communication, product labelling, packaging ,, dispensing, distribution, administration, education, monitoring and use.
(Adapted from University of Texas health science Centre, 2006)

	Category A	Circumstances or events that have the capacity to cause error
	Category B	Error occurred that reached the client & required monitoring to confirm that it resulted in no harm to the client and /or required intervention to preclude harm
	Category C	Error occurred that may have contributed to, or resulted in, temporary harm to the client and required intervention
	Category D	Error occurred that may have contributed to, or resulted in, temporary harm to the client and required initial or prolonged hospitalization
	Category E	Error occurred that may have contributed to, or resulted in, permanent client harm
	Category F	Error occurred that required intervention necessary to sustain life
	Category G	Error occurred that may have contributed to, or resulted in, the client's death

(Adapted from US Pharmacopeia Center for the advancement of patient safety, 2003)   Revised in SLZ April 2008 / YA