



TO	All NICs, CHNs, Agency Nurses	Security Classification Classification de Sécurité
		Our file/Notre référence
FROM	Shari Glenn Director of Primary Health Care	Your file/Votre référence
		Date
		December 23, 2019

SUBJECT –Labelling Requirements When Dispensing Medications to Clients

Please be reminded of the legal and/or pertinent information that must be on a label when dispensing any medication to a client. The following information must be on the label:

- 1) Name, address, telephone number of location from which drug is dispensed;
- 2) The client's name;
- 3) The medication name and strength, name of manufacturer, and drug identification number (DIN)
- 4) Directions for use;
- 5) Quantity dispensed;
- 6) The name and designation of prescriber;
- 7) The name of the dispenser;
- 8) The date that drug is dispensed;
- 9) Expiration date when applicable (e.g. for topical cream/ointment, eye drops/ointment, oral liquid medication like antibiotic suspension).
Note: Do not put expiration date on the label for oral tablets or capsules
- 10) Auxiliary labels (e.g., shake well) are affixed in addition to the label when necessary.

An example:

Sandy Lake Nursing Station
PO Box 1
Sandy Lake, ON P0V 1V0

Telephone: 1-807-123-4567

Joe Harper

Cefuroxime 250 mg
Take TWO tablets (=500 mg) twice a day for 10 days.

(Teva) DIN 00807994

Qty: 40 Tablets

Dr. L. Jones
K. Knowles (RN)
Dec. 23, 2019



Once the label is completed, two (2) copies of the label should be printed out:

- 1 label goes onto the container which is dispensed to the client; and
- 1 label goes into the client's chart

Please post this memorandum near the label machine in the nursing stations to be used as a quick reference when nurses dispense medications to clients.

Thank you for adhering to the legal requirements and ensuring patient safety.

Regards;

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