

7. MEDICATION POLICIES AND PROCEDURES

7.1 Standard Medication Administration Schedule

- STAT medications are to be administered within 15 minutes of the medication order.
- Routine medications are to be administered within 60 minutes pre- or post- the standard administration time (for ongoing administrations).

	0200	0300	0400	0600	0800	0900	1000	1200	1400	1500	1600	1700	1800	2000	2100	2200	2400
daily / qam							X										
qpm / qhs																X	
bid / q12h							X									X	
tid with meals					X			X				X					
tid before meals					0730			1130				1630					
tid after meals					0830			1230				1730					
tid / q8h				X					X							X	
qid / q6h				X				X				X					X
5 x daily					X			X			X			X			X
q4h	X			X			X		X				X			X	
q3h		X		X		X		X		X			X		X		X
q2h	X		X	X	X		X	X	X		X		X	X		X	X

Exceptions	When to administer
Select Antibiotics: gentamicin, levoFLOXacin, vancomycin	When ordered q12h or q24h, calculate from time of administration of first dose
Anti-inflammatories e.g., naproxen, prednisone	When ordered PO, give with a meal
Furosemide	When ordered twice daily, administer at 0800hr and 1400hr
Low Molecular Weight Heparin e.g., enoxaparin	When ordered q24h, calculate from time of administration of first dose
Insulins	Insulin Lispro [Humalog®] and Insulin Aspart [NovoRapid®]: – administer immediately before a meal Insulin Regular and Insulin 30/70: – administer 30 minutes before a meal
Levothyroxine	Give 1 hour prior to breakfast or in the same manner (with respect to food and other medications) as the patient has been taking at home
Oral nitrates	When ordered tid, give at meal time
Oral Hypoglycemic agents e.g., gliclazide, glyBURIDE, metFORMIN, SITagliptin	Give at meal time
Proton Pump Inhibitors e.g., lansoprazole, pantoprazole	When ordered daily, given 30 minutes prior to breakfast and when ordered twice daily, given 30 minutes prior to breakfast and 30 minutes prior to supper
Tuberculosis medications	Give at 10:00 (in between breakfast and lunch). When initially ordered, give immediately and continue at 10:00 daily thereafter.
Warfarin	Give daily at 1800

** This information is to be used as a guide and may require modification for individual patient's needs. Use clinical judgement and obtain advice from pharmacy if needed. **

Medication Administration Guide for Staggering Times to Achieve Standardized Times

Instructions:

1. Find ordered frequency in left hand column.
2. Round the time to the closest hour the medication is available and select that time on the chart.
3. Follow instruction for first dose.
4. Give subsequent doses at highlighted times in the subsequent box.
5. See exceptions on page 1.

Daily / qam (10)	24	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Give first dose now and repeat at 1000h the following day <u>or</u> hold dose until 1000h of same day												Give first dose now and repeat at 1000h the following day											
HS (22)	24	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Give first dose now, repeat at 2200h				Hold until 2200h																	Give first dose now, repeat at 2200h the following day		
BID / q12h (10, 22)	24	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Give first dose now, repeat at 1000h				Give first dose now, repeat at 2200h												Give first dose now, repeat at 1000h							
TID / q8h (06, 14, 22)	24	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	First dose now, repeat at 0600h	Give first dose now, repeat at 1400h							Give first dose now, repeat at 2200h							Give first dose now, repeat at 0600h								
QID / q6h (06, 12, 18, 24)	24	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Give first dose now, repeat at 0600h			Give first dose now, repeat at 1200h					Give first dose now, repeat at 1800h					Give first dose now, repeat at midnight					Give first dose now, repeat at 0600h					
q4h (02, 06, 10, 14, 18, 22)	24	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23
	Give first dose now, repeat at 0600h				Give first dose now, repeat at 1000h				Give first dose now, repeat at 1400h				Give first dose now, repeat at 1800h			Give first dose now, repeat at 2200h				Give first dose now, repeat at 0200h				

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