

Medication

Table of Contents

Introduction	3
Authority	3
Competence	3
Safety	3
Decision Tree: Is the Order Clear, Complete and Appropriate?	4
Decision Tree: Deciding About Medication Administration	5
Decision Tree: Deciding About Dispensing	6
Glossary	7
References	8



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

VISION

Leading in regulatory excellence

MISSION

Regulating nursing in the public interest

Medication Pub. No. 41007

ISBN 978-1-77116-134-3

Copyright © College of Nurses of Ontario, 2022.

Commercial or for-profit redistribution of this document in part or in whole is prohibited except with the written consent of CNO. This document may be reproduced in part or in whole for personal or educational use without permission, provided that:

- Due diligence is exercised in ensuring the accuracy of the materials reproduced;
- CNO is identified as the source; and
- The reproduction is not represented as an official version of the materials reproduced, nor as having been made in affiliation with, or with the endorsement of, CNO.

First published November 1996 as *Medication Administration Standards*

Reprinted January 2000, October 2000, October 2002

Revised June 2003 as *Medication Standards (2003)* (ISBN 1-894557-33-6), Reprinted as *Medication* January 2004, December 2005.

Revised June 2008 as *Medication, Revised 2008*, Updated June 2009 (ISBN 1-897308-46-9). Updated November 2011 for Bill 179 changes. Revised January 1, 2014 for Dispensing. Revised 2015 as *Medication*. Advance copy circulated March 2015, practice standard in effect May 5, 2015. Revised April 2017 for changes to Ontario Regulation 275/94 (General) under the *Nursing Act, 1991*. (ISBN 978-1-77116-078-0) Updated June 2022 to update links to references.

Updated January 2019 to reflect current Health Canada Adverse Drug Reaction information

Additional copies of this booklet may be obtained by contacting CNO's Customer Service Centre at 416 928-0900 or toll-free in Canada at 1 800 387-5526.

College of Nurses of Ontario

101 Davenport Rd.

Toronto, ON M5R 3P1

www.cno.org

Ce fascicule existe en français sous le titre : *Médicaments*, n° 51007

Introduction

The Medication practice standard describes nurses' accountabilities when engaging in medication practices, such as administration, **dispensing**, medication storage, inventory management and disposal.

Three principles outline the expectations related to medication practices that promote public protection. The principles are:

- authority
- competence
- safety.

This practice standard applies to all nurses. In addition, Nurse Practitioners are accountable for the medication practices outlined in the Nurse Practitioner practice standard.

A glossary of bolded terms is provided at the end of this document.

Authority

Nurses must have the necessary authority to perform medication practices.

Registered Nurses and Registered Practical Nurses require an order for a medication practice when:

- a **controlled act** is involved
- administering a prescription medication¹, or
- it is required by legislation that applies to a practice setting².

Nurses accept orders that are:

- clear
- complete
- appropriate.

Orders for medication can be direct orders (that apply to one client) or directives (that apply to more than one client); however, orders for controlled substances must be direct orders.

When a nurse receives a medication order that is unclear, incomplete or inappropriate, the nurse must not perform the medication practice. Instead, the nurse must follow up with a prescriber in a timely manner.

Competence

Nurses ensure that they have the knowledge, skill and judgment needed to perform medication practices safely.

Nurses:

- ensure their medication practices are **evidence-informed**
- assess the appropriateness of the medication practice by considering the client, the medication and the environment
- know the limits of their own knowledge, skill and judgment, and get help as needed, and
- do not perform medication practices that they are not competent to perform.

Safety

Nurses promote safe care, and contribute to a culture of safety within their practice environments, when involved in medication practices.

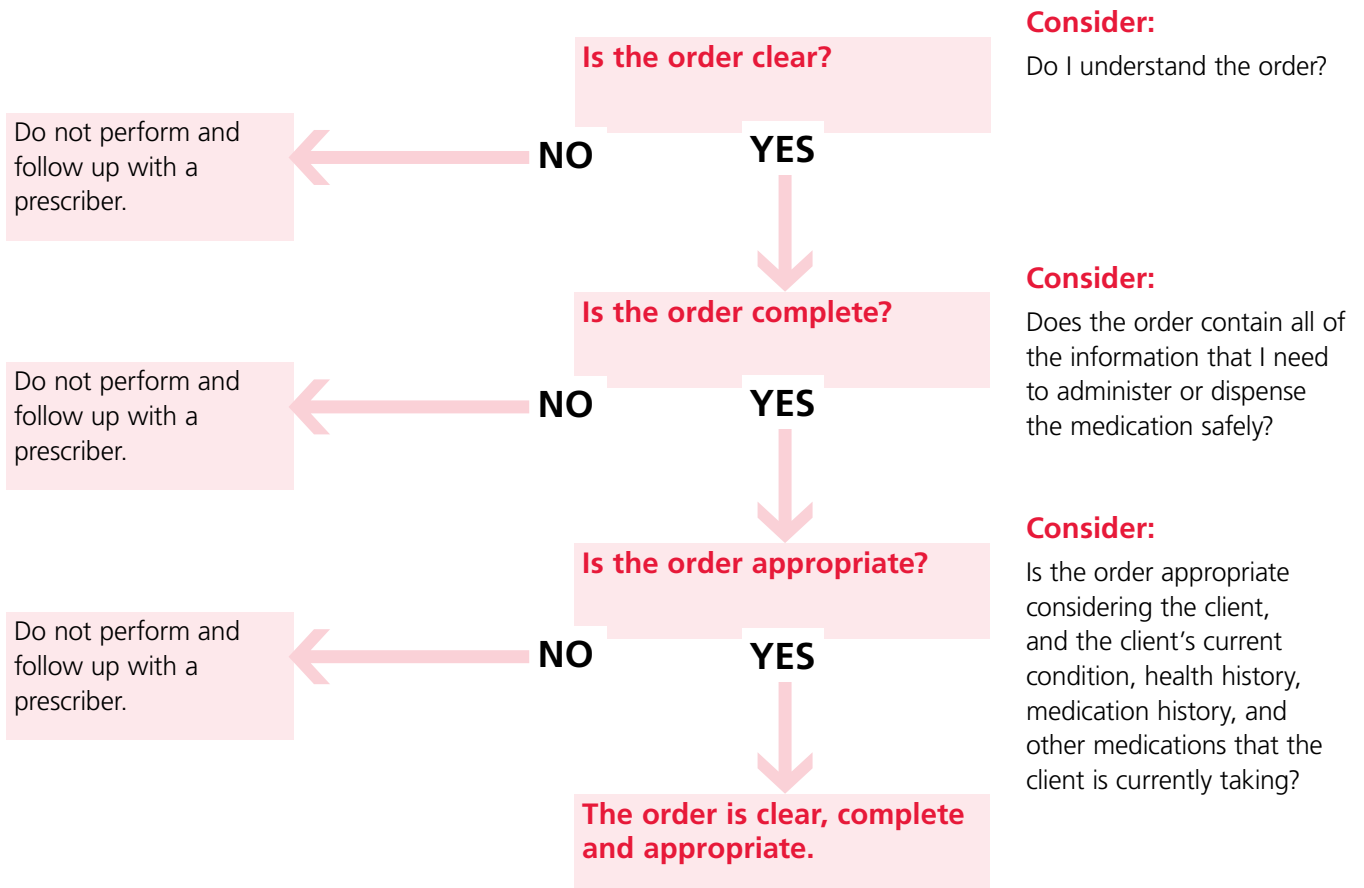
Nurses:

- seek information from the client about their medication, as needed
- provide education to the client regarding their medication
- collaborate with the client in making decisions about the plan of care in relation to medication practices
- promote and/or implement the secure and appropriate storage, transportation and disposal of medication
- promote and/or implement strategies to minimize the risk of misuse and **drug diversion**
- take appropriate action to resolve or minimize the risk of harm to a client from a **medication error** or **adverse reaction**
- report medication errors, **near misses** or adverse reactions in a timely manner, and
- collaborate in the development, implementation and evaluation of system approaches that support safe medication practices within the health care team.

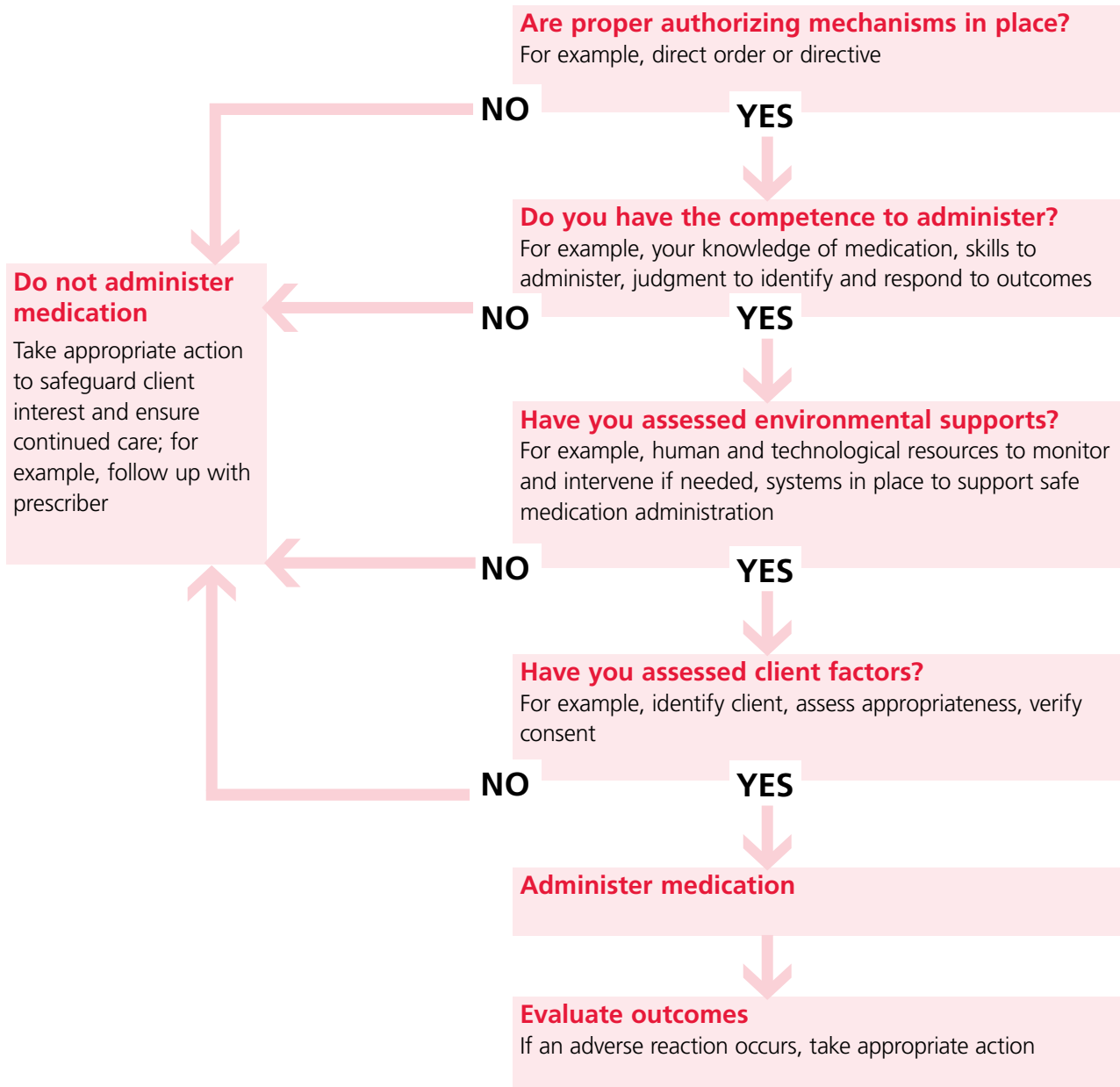
¹ Medications requiring a prescription can be found in the Health Canada Drug Product Database.

² For example, for client treatments and diagnostic procedures, the *Public Hospitals Act*, regulation 965 requires an order from an identified practitioner, such as a Nurse Practitioner or a physician.

Decision Tree: Is the Order Clear, Complete and Appropriate?

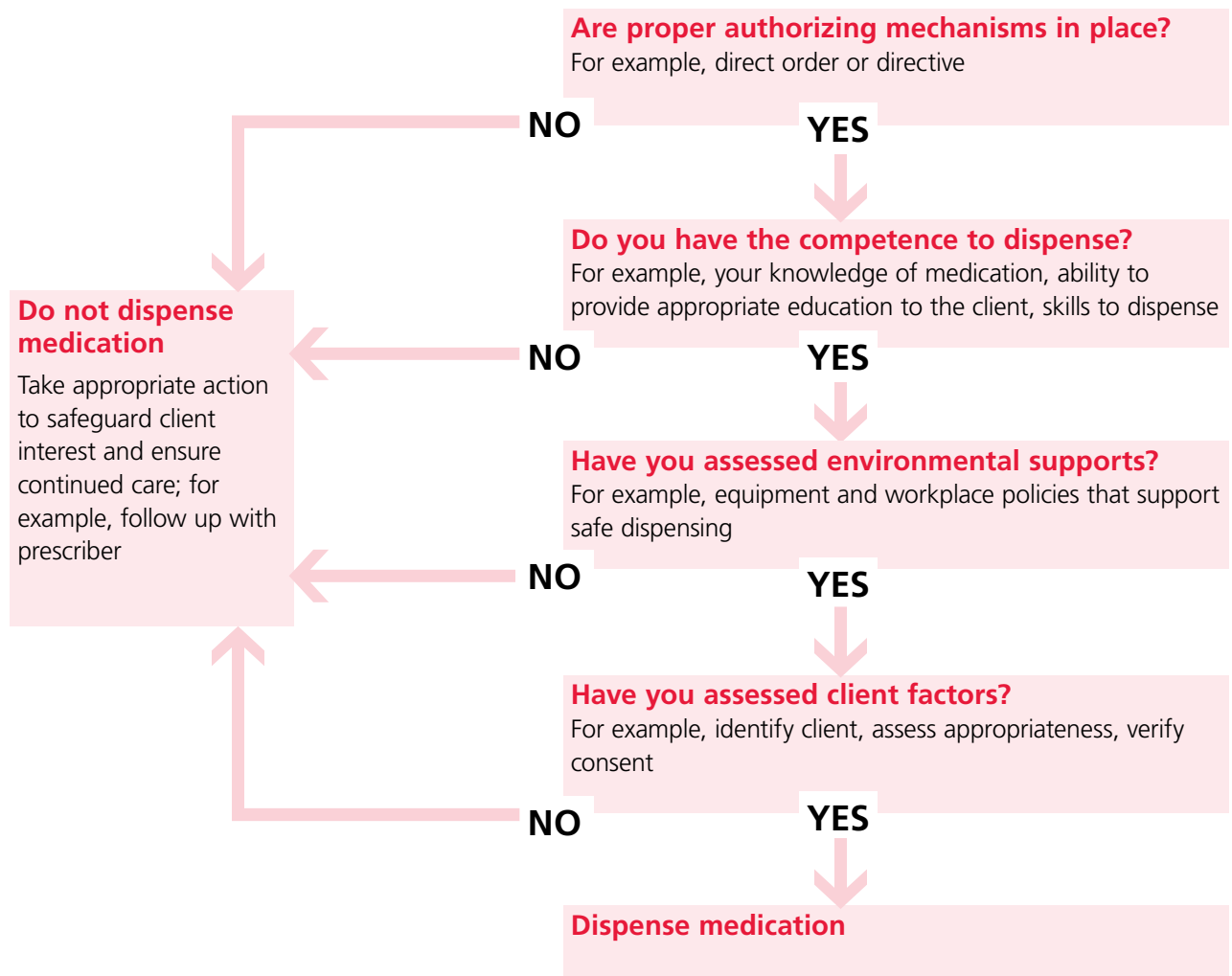


Decision Tree: Deciding About Medication Administration



Note: Document during and/or after administering medication, according to the Documentation practice standard.

Decision Tree: Deciding About Dispensing



Note: Document during and/or after dispensing medication, according to the Documentation practice standard.

Glossary

Adverse Drug Reaction: Adverse drug reaction as defined in the Food and Drug Regulations is a noxious and unintended response to a drug, which occurs at doses normally used or tested for the diagnosis, treatment or prevention of a disease or the modification of an organic function.

Adverse Reaction: Adverse reaction as defined in the Natural Health Products Regulations is a noxious and unintended response to a natural health product that occurs at any dose used or tested for the diagnosis, treatment or prevention of a disease or for modifying an organic function.”

Controlled Acts: Acts that could cause harm if performed by those who do not have the knowledge, skill and judgment to perform them. These activities are listed in the *Regulated Health Professions Act, 1991*. (College of Nurses of Ontario, 2014).

Dispensing: To select, prepare and transfer stock medication for one or more prescribed medication doses to a client or the client’s representative for administration at a later time.

Drug Diversion: When controlled substances are intentionally transferred from legitimate distribution and dispensing channels. (National Opioid Use Guideline Group, 2010).

Evidence-Informed: Practice that is based on successful strategies that improve client outcomes and are derived from a combination of various sources of evidence, including client perspective, research, national guidelines, policies, consensus statements, expert opinion and quality improvement data. (College of Nurses of Ontario, 2014).

Medication Error: 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, patient, or consumer. Such events may be related to professional practice, health care products, procedures, and systems, including prescribing; order communication; product labeling, packaging, and nomenclature; compounding; dispensing; distribution; administration; education; monitoring; and use. (National Coordinating Council for Medication Error Reporting and Prevention, 2014).

Near Miss: An event, situation, or error that took place but was captured before reaching the patient. (ISMP, 2009).

References

- College of Nurses of Ontario. (2020). *Authorizing mechanism*. Retrieved from: https://www.cno.org/globalassets/docs/prac/41075_authorizingmech.pdf
- College of Nurses of Ontario. (2019). *Entry-to-Practice Competencies for Ontario Registered Practical Nurses*. Retrieved from: https://www.cno.org/globalassets/docs/reg/41042_entrypracprn-2020.pdf
- College of Nurses of Ontario. (2018). *Competencies for entry-level Registered Nurse practice*. Retrieved from: <https://www.cno.org/globalassets/docs/reg/41037-entry-to-practice-competencies-2020.pdf>
- Health Canada. (2012). *Adverse reaction information*. Retrieved from: <https://www.canada.ca/en/health-canada/services/drugs-health-products/medeffect-canada/adverse-reaction-information.html#a1>
- Institute for Safe Medication Practices. (2009). *ISMP survey helps define near miss and close call. Acute Care – ISMP Safety Alert*. Retrieved from: <https://www.ismp.org/resources/ismp-survey-helps-define-near-miss-and-close-call#:~:text=We%20extend%20our%20sincere%20thanks,did%20not%20reach%20the%20patient>
- National Coordinating Council for Medication Error Reporting and Prevention. (2014). *What is a medication error?* Retrieved from: <https://www.nccmerp.org/about-medication-errors>
- National Opioid Use Guideline Group. (2010). *Canadian guideline for safe and effective use of opioids for chronic non-cancer pain®*. Retrieved from: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3215602/>



COLLEGE OF NURSES
OF ONTARIO
ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.

101 Davenport Rd.
Toronto, ON
M5R 3P1
www.cno.org
Tel.: 416 928-0900
Toll-free in Canada: 1 800 387-5526
Fax: 416 928-6507
E-mail: cno@cnomail.org