

MEDICATION INCIDENT REPORT

The following information is confidential. This report may not be photocopied and is not part of the medical record.

PATIENT NAME: _____ AGE: _____ ROOM # _____ ADM. # _____

ADMISSION DIAGNOSIS: _____

DATE & TIME ERROR NOTICED & REPORTED: _____

DATE & TIME OF ERROR: _____ SHIFT: (Circle all that applies) 7-3 3-11 11-7

BRIEF DESCRIPTION OF ERROR: _____

SHIFT CHANGE? Yes No N/A ~ KARDEX CORRECT? Yes No N/A ~ MEDEX CORRECT? Yes No N/A

PHYSICIAN NOTIFIED?: Yes No DR.: _____ DATE & TIME: _____

ANY CHANGES IN PATIENT CONDITION DUE TO ERROR? No Yes (Describe): _____

TREATMENT ORDERED?: No Yes (What?): _____

PHYSICIAN SIGNATURE: _____ NOTED or Comments: _____

INCIDENT TYPE: (Mark all that apply)

☐ Administered without order/after DC'd

☐ Duplication

☐ IV infiltrate

☐ Medication on hold

☐ Medication missing/theft

☐ Omission

☐ Transcription error

☐ Transfusion error

☐ **Wrong:**(circle what applies) DOSE MEDICATION RATE SOLUTION ROUTE PATIENT TIME

☐ OTHER: _____

POSSIBLE CAUSES: (Mark all that apply)

☐ Mislabeled/packaged

☐ Tubing disconnected

☐ Illegible handwriting

☐ Order unclear

☐ Transcription incorrect

☐ Inaccurate dose calculation

☐ Look alike/sound alike names

☐ Overlooked

☐ Medication unavailable

☐ OTHER: _____

NAME OF ALL STAFF INVOLVED (All shifts if applicable): _____

REPORTED BY: _____ SHIFT SUPERVISOR: _____

LOOK ON BACK AND CIRCLE THE MEDICATION ERROR INDEX CATEGORY THAT APPLIES TO THIS ERROR.

Category:

A = Circumstances or events that have the capacity to cause error.

B = An error occurred but the medication did not reach the patient.

C = An error occurred that reached the patient but did not cause patient harm.

D = An error occurred that resulted in the need for increased patient monitoring but no patient harm.

E = An error occurred that resulted in the need for treatment or intervention and caused temporary patient harm.

F = An error occurred that resulted in initial or prolonged hospitalization and caused temporary patient harm.

G = An error occurred that resulted in permanent patient harm.

H = An error occurred that resulted in a near-death event (e.g. anaphylaxis, cardiac arrest).

I = An error occurred that resulted in patient death.

(Note: This medication error index was developed by the National Coordinating Council for Medication Error Reporting and Prevention)

ADDITIONAL COMMENTS: _____

