

Name of Policy:	<u>Standard Medication Administration Times</u>	 <p>Effective Date: 4/25/2022 Initial Effective Date: July 1, 2006</p>
Policy Number:	3364-133-70	
Department:	Pharmacy	
Approving Officer:	Senior Hospital Administrator	
Responsible Agent:	Director of Pharmacy	
Scope:	University of Toledo Medical Center	
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy		<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

In an effort to create a safe and efficient medication distribution process throughout UTMC, standard medication administration times have been developed.

(B) Purpose of Policy

To provide a consistent medication schedule for Nursing and Pharmacy.

(C) Procedure

1. The chart (Appendix I) is a listing of standard schedules for medications throughout the hospital. New medications will begin on the next standard schedule time unless specified in the physician order. Standard schedules will be used for all order entries unless a physician order specifies otherwise.
2. The documented time administered will be recorded through electronic scan or on paper MAR: If the medication is dosed outside of this time frame an occurrence report should be completed since treatment was delayed or altered.

Type of Scheduled Medication	Goals for Timely Administration
Time-critical Scheduled Medications	
<ul style="list-style-type: none"> • Antibiotics • Anticoagulants • Insulin • Anticonvulsants • Immunosuppressive Agents • Pain Medication - Scheduled (not prn) opioids used for chronic pain or palliative care (fluctuations in the dosing interval may result in unnecessary break-through pain) 	Administer at the time indicated when necessary (e.g., rapid-acting insulin), otherwise, within 30 minutes before or after the scheduled time Exception(s): <ul style="list-style-type: none"> • Daptomycin will be administered according to Daptomycin Dose-Adjustment and Batch Printing policy #3364-133-128
Non-Time-Critical Scheduled Medications	
Daily, weekly, monthly medications	Within 2 hours before or after the scheduled time
Medications prescribed more frequently than daily, but no more frequently than every 4 Hours	Within 1 hour before or after the scheduled time
Medications scheduled more often than every 4 hours must be given with-in 25% of the interval or 30 minutes whichever is longer	Q3h = 45 minutes Q1h and Q2h = 30 minutes

Appendix I – Policy 3364-133-70 Standard Medication Administration Times

Description / Pharmacy Computer Code				
	Respiratory: Refer to specific hospital if not indicated	Main Hospital and Detox	Senior Behavioral Health	Kobacker Hospital
Every Day (DAILY)		10	0730	8
Every morning (QAM)		10	7	0730
Daily with breakfast (WBR)		8	8	0830
30 min before breakfast (30BR)		0730	0730	8
With supper (WSUP)		17	18	18
30 min before supper (30SUP)		1630	1730	1730
30 min after supper (PSUP)		18	19	19
Daily in the evening (PM)		20	20	20
Twice Daily (BID)	8-20	10-22	8-1730	8-20
Twice daily before meals (BIDAC)		7-16	7-17	0730-17
Twice daily after meals (BIDPC)		10-19	10-20	1030-20
Twice daily with meals (BIDWM)		8-17	8-18	0830-18
Twice daily for Insulin (INS)		0730-1630	0730-1730	8-1730
Three times per day (TID)	8-14-20	10-16-22	8-12-1730	8-14-20
Four times per day (QID)	8-12-16-20	10-14-18-22	8-12-1730-21	8-12-16-20
Five times per day (FIVE)		6-10-14-18-22	6-10-14-18-22	6-10-14-18-20
With meals (WITH MEALS)		8-12-17	8-12-18	0830-12-18
With meals and bedtime (WM&HS)		8-12-17-22	8-12-18-21	0830-12-18-20
Before meals (AC)		7-11-16	7-11-17	0730-11-17
Before meals and bedtime (AC&HS)		7-11-16-22	7-11-17-21	0730-11-17-20
After meals (PC)		10-14-19	10-14-20	1030-14-20
After meals and bedtime (PC&HS)		10-14-19-22	10-14-20-21	1030-14-18-20
Every 4 hours (Q4H)	4-8-12-16-20-24	2-6-10-14-18-22	4-8-12-16-20-24	4-8-12-16-20-24
Every 6 hours (Q6H)	2-8-14-20	6-12-18-24	6-12-18-24	6-12-18-24
Every 8 hours (Q8H)	8-16-24	6-14-22	6-14-22	6-14-22
Every 12 hours (Q12H)		10-22	8-20	8-20
Bedtime (HS)		22	21	20
Morning and bedtime (AM&HS)		7-22	7-21	0730-20
½ hour before meals and bedtime (COVERAGE)		8-12-17-22	0730-1130-1730-21	8-1130-1730-20
15 min before meals and bedtime (LOGCOVERAGE)		0745-1145-1645- 22	0745-1145-1745-21	0815-1145-1745- 20
On call (OC)		6	6	6