Aim
- To promote patient safety.
- To provide a clear and consistent framework across the organisation in which medical and midwifery / nursing staff are able to exercise their professional accountability in the administration of intravenous medications.
- To ensure clinical governance requirements are met and practitioners adhere to Nursing and Midwifery Board of Australia / Medical Board of Australia standards, guidelines and legal requirements.

Key Points
- Medical and midwifery / nursing staff will check all intravenous medications with a registered nurse/midwife, pharmacist or medical practitioner prior to administration.
- The only exceptions will be in
  - Anaesthesia
  - Life threatening emergencies.
Please also refer to WNHS Anaesthesia and Pain Medicine Guidelines.

Procedure
1. Checking includes all of the following
   - **The right drug**: check
     - The written prescription with the label on the immediate container.
     - The expiry date of the drug.
The label on the container.

- **The right patient**: check
  - The name and medical record number on the medication sheet with the patients identification bracelet immediately prior to administration.

- **Patients allergy / adverse drug reaction status**: check

- **The right time**: check
  - The written prescription is current and has not been administered.
  - The date and time to be administered.

- **The right dose**: check
  - The appropriate amount has been prescribed.
  - The independent calculation of the amount of drug to be administered by both people.

- **The right route to be given**

2. The medical practitioner or the nursing/ midwifery staff member who prepared the medication must administer it. See WNHS Pharmacy Guidelines: [Labelling of Injectable Medicines and Fluids](#)

3. The medical practitioner or the nursing / midwifery staff who administers the medication must sign the medication sheet noting the date and time of administration.

**Formula for Calculating Drug Dosages**

\[
\text{Amount required} \times \frac{\text{Volume of stock}}{\text{Strength of stock}} = \text{Result}
\]

E.g.

\[
250\text{mg} \times \frac{2\text{ml}}{1\text{g}} = 0.5\text{ml}
\]

\[
250\text{mg} \times \frac{2\text{ml}}{1000\text{mg}} = 0.5\text{ml}
\]