
 <b>وزارة الصحة</b> Ministry of Health	المملكة العربية السعودية وزارة الصحة الادارة العامة للطب المنزلي	 <b>الطب المنزلي</b> Home Medical Care
	<b>Policy Number: HMC-IPSG-PPGs-3(3)</b>	<b>Issue Date : 11/05/2016</b>
<b>Title : High Alert Medication Management</b>	<b>Replaces Number : 2</b>	
<b>Applied To: All HMC Staff</b>	<b>Page:1 of 3</b>	<b>Review Date: 11/05/2019</b>

### 1. Purpose:



- 1.1 To provide organizational guidance for the safe use and storage of High Alert Medication
- 1.2 To reduce the risk of error and improve patient safety.

### 2. Definition:

1.1 High Alert Medication (HAM) including look-alike / sound –alike medications are drugs that have an increased risk of causing significant harm to a patient at home or when used in error. Because the consequences of an error associated with use of these medications can result in significant patient injury. Special precautions will be employed with their overall management throughout the institution.

### 3. Policy :

- 3.1 Home Medical Care ( HMC) maintain a list of high alert medications that require specific safeguards to reduce the risk of error related to ordering, prescribing , transcribing , preparation , storage , distribution and administration of High Alert medication
- 3.2 HMC professionals should follow the procedure for ordering , prescribing , transcribing and storage of HAM described in the HMC Medication Management committee plan.
- 3.3 HAM List will be reviewed yearly during Medication Management committee meeting
- 3.4 Only with absolute necessity based on the clinical evidence and approval from Medication Management Committee, HAM will be approved and added to the list of HAM in HMC
- 3.5 Nurses / physicians must be appropriately educated and informed about HAM including look-alike / sound-alike medication for safe use and proper storage
- 3.6 HAM should stored according to storage procedure described in the HMC Medication Management Committee plan  
 HMC Nursing staff will educate the patient / family and caregiver when high alert medications are stored within the patients home to help in the prevention of medications errors.



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#### 4. **Procedure :**

- 4.1 HAM must be stored separately from regular medications and the following processes must be followed :
- 4.1.1 Each tray must be affixed with red color label with caution , drug classification , drug name and concentration written legibly .
- 4.1.2 Nearly expiring medication of HAM should be removed from the cabinet one month before expiry and should be returned to HMC main store Dept.
- 4.2 HAM Should be always supervised by the nursing team leader and not left unattended while in the patient's home .
- 4.3 In HMC, HAM is kept in the pharmacy and should be locked at all times when not in use .
- 4.4 Identification of HAM should be double checked before administering to the patient by checking (the name of the patient , number , name of the drug , strength and quantities by two nurses or by nurse and physician if available.
- 4.5 The pharmacy will outline any additional specific precautions to be undertaken with the management of these medication
- 4.6 The pharmacy in charge should order monthly enough quantities of HAM to prevent the ZERO stock.
- 4.7 The nurse in charge should comply with the labeling , safe storage and administration of HAM as detailed in the Medication Management Committee plan .
- When HAM including look alike/sound "alike medication are stored in the patient's home , the HMC Nurses / physicians will provide appropriate education to the patient / family and caregiver regarding safe use and proper storage in preventing medication errors.
- 4.8 HAM is tracked and trended as part of the HMC'S Performance improvement program , and aggregated results are reported monthly to the HMC in Charge , and Quarterly to all HMC medical staff.

#### 5. **Responsibility:**

- 5.1. All HMC Staff.

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### Forms:

- 6.1 High Alert Medication List (HMC-PMM-FORM-2.1).
- 6.2 Look Alike Medication List (HMC-PMM-FORM-2.2).
- 6.3 Sound Alike Medication List (HMC-PMM-FORM-2.3).

### 7. References:

- 7.1 Institute for safe Medication practices , <http://www.ismp.org>
- 7.2 Policies and procedures guidelines of Home Medical Care Center, Home Medical Care Administration, Medina Munwara Region, 2016
- 7.3 Policies and procedures guidelines of Home Health Care Unit, Family and Community Medicine Department at Riyadh Military Hospitals,2014
- 7.4 Joint Commission International Accreditation Standards for Home Care, 201
- 7.5 MOH Home Medical Care Standard, 2015

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