Name of Policy:	Standard Medication Administration Times	THE UNIVERSITY OF TOLEDO		
Policy Number:	3364-133-70	MEDICAL CENTER		
Department:	Pharmacy			
Approving Officer:	Senior Hospital Administrator			
Responsible Agent:	Director of Pharmacy	Effective Date: 4/25/2022		
Scope:	University of Toledo Medical Center	Initial Effective Date: July 1, 2006		
New policy proposal       Minor/technical revision of existing policy         Major revision of existing policy       X       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> <li>Antibiotics</li> <li>Anticoagulants</li> <li>Insulin</li> <li>Anticonvulsants</li> <li>Immunosuppressive Agents</li> <li>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)</li> </ul>	Administer at the <b>time indicated</b> <b>when necessary</b> (e.g., rapid-acting insulin), <b>otherwise, within 30 minutes</b> before or after the scheduled time Exception(s): • 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 me given with-in 25% of the interval or 30 minutes whichever is longer	Q3h = 45 minutes Q1h and Q2h = 30 minutes				

- 3. The listing of standard schedules was endorsed by the Pharmacy and Therapeutics Committee and the Medical Executive Board.
- 4. If a circumstance arises that restricts the administration of a drug on its' scheduled time the following procedure is followed:
  - a. If the physician specified a "now" or "stat" dose as the first dose in the medical record the following process will occur:
    - i. If 50% or less of the time between the scheduled dose and the next dose has elapsed the dose is given immediately. The time, date and a brief explanation is noted on the electronic record.
    - ii. If more than 50% of the time has elapsed between the scheduled dose and the next scheduled dose the Pharmacy Department is contacted.
  - **b.** If the medication is ordered by the Pharmacy Department Pharmacokinetics Service (e.g.: gentamicin, vancomycin) the Pharmacy Department is to be contacted for all deviations immediately.

Approved by:		<b>Review/Revision Date:</b> 9/09
/s/ Lindsey Eitniear, PharmD, BCPS, AAHIVP Director of Pharmacy	04/27/2022 Date	1/11 10/12 8/14 4/17 9/18 5/19
/s/ Russell Smith, PharmD, MBA, BCPS Senior Hospital Administrator	04/27/2022 Date	4/22
Review/Revision Completed By: Pharmacy		Next Review Date: 4/1/2025

## 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		8	8	0830
(WBR)				
30 min before breakfast (30BR)		0730	0730	8
With supper (WSUP)		17	18	18
30 min before supper		1630	1730	1730
(30SUP) 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 (BD)	0-20	7-16	7-17	0730-17
meals (BIDAC)		7-10	1-11	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	8-12-16-20	10-14-18-22	8-12-1730-21	8-12-16-20
(QID) Five times per day		6-10-14-18-22	6-10-14-18-22	6-10-14-18-20
(FIVE) With meals (WITH MEALS)		8-12-17	8-12-18	0830-12-18
With meals and		8-12-17-22	8-12-18-21	0830-12-18-20
bedtime (WM&HS)		7 44 40	7 44 47	0700 44 47
Before meals (AC)		7-11-16	7-11-17	0730-11-17
Before meals and		7-11-16-22	7-11-17-21	0730-11-17-20
bedtime (AC&HS)		10 14 10	10 14 20	1020 14 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
1/2 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
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