LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER - SHREVEPORT

MEDICATION ORDER INFORMATION

Policy:

Physicians shall record legibly all medications to be administered during the patient’s hospitalization. Approved abbreviations shall not be used on medication orders.

1. Orders must include the following information:
   a. Date and hour written
   b. Allergies
   c. Weight (kg or gm) – Need only for those drugs that are dosed based on weight (i.e. chemotherapy)
   d. Name of the medication, preferably by generic name
      1) Specifications of appropriate salts (i.e. potassium chloride or potassium phosphate) must be written on ALL orders.
      2) Chemical names for electrolytes are acceptable (i.e. MgSO$_4$ for magnesium sulfate)
   e. Drug strength and dosage units (dose ranges are unacceptable)
      1) Metric units only (except for standard “unit-based” dosing (i.e. insulin)
      2) If a dose is specified as a volume, specify the concentration as well (i.e. mg/ml)
   f. Diluent – Specify if requiring diluent OTHER THAN the standards (5% Dextrose or 0.9% NaCl)
   g. Route of administration
h. Frequency or interval of administration - All orders for PRN medication must include a specific time interval and an indication (time ranges are unacceptable)

i. Physician’s signature, including credentials and Pager Number

2. Taper/titrating orders shall include the above listed information parameters for administration based upon laboratory results or physical exam criteria. (Example: blood glucose level for insulin administration)

3. Order requirements for pediatric patients (less than or equal to 17 years of age except for obstetrics) include the following:
   a. Weights (kg or gm) are required for ALL pediatric patients
   b. Dose
      1) Dose/kg/interval for all patients less than 40 kilograms (i.e. mg/kg/dose or mg/kg/day)
      2) For medications given in combination the dose/kg interval should be specified for one of the medications in the combination
      3) Elemental preparations (i.e. iron and zinc) should be ordered based on the desired dose of the element (not the salt)

4. All drug orders are cancelled when the patient undergoes a surgical procedure in the OR, delivers a baby, receives a general anesthetic, or is transferred to a different level of care (i.e.: from an ICU to a general care area and vice versa). Drug orders are not required to be rewritten when patients are transferred from general care unit to another general care unit.

5. Blanket re-instatement of previous medication orders are not acceptable.

6. Pharmacy automatically discontinues medications after specified time frames:
   a. after 72 hours – narcotic analgesics
   b. after 14 days – benzodiazepines (sedatives)
c. after 30 days – all other medications

7. Actions to be taken if medication orders are incomplete, illegible or unclear include, but are not limited to:

a. contact prescriber for clarification.

b. if prescriber is unavailable, contact another physician on the same service and team.

c. if the above are unavailable, contact the on-call physician.

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Administrator

4/21/04

Date

Approved by Clinical Board: June 2000, 4/20/04
Reviewed: 12/03
Revised: 2/04