STANDARD ADMINISTRATION TIMES

Policy:

Schedules to be observed in administering medications ordered by medical staff unless otherwise specified:

Procedure:

1. Adult Units (see exceptions below)

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>QAM</td>
<td>Once per day AM</td>
</tr>
<tr>
<td>QID</td>
<td>Three times per day</td>
</tr>
<tr>
<td>TID</td>
<td>Three times per day</td>
</tr>
<tr>
<td>QPM</td>
<td>Once per day PM</td>
</tr>
<tr>
<td>Q4H</td>
<td>Every 4 hours</td>
</tr>
<tr>
<td>QDay</td>
<td>Once per day</td>
</tr>
<tr>
<td>Q#H</td>
<td>Every # hours</td>
</tr>
<tr>
<td>BID</td>
<td>Twice per day</td>
</tr>
</tbody>
</table>

a. QAM or QDay 0900 (with 1 hour administration window) Colony Stimulating Factors recommended to be given after AM lab results
b. QAM Insulin 0630
c. QDay Warfarin 1600
d. QPM Insulin 1630
e. QHS 2200
f. BID or Q12H 0900 – 2100 (with 1 hour administration window)  
g. TID or Q8H 0600 – 1400 – 2200
h. TID with meals* 0800 – 1200 – 1700
i. QID or Q6H 1200 – 1800 – 2400 – 0600
j. QID during waking hours 0800 – 1200 – 1700 – 2200
l. Q18H Notify Pharmacy of first dose time

2. Psychiatry Unit Exceptions

a. QAM or QDAY 0900 (with 1 hour administration window)
b. BID or Q12H 0900 – 2100 (with 1 hour administration window)
c. TID or Q8H 0800 – 1400 – 2100
d. QID or Q6H 0800 – 1200 – 1600 – 2100
e. QID during waking hours 0800 – 1200 – 1600 – 2100
f. QHS 2100
3. Neonatal ICU Exceptions

   a. QAM – 1000 (including all maintenance IV solutions, with 1 hour administration window)
   b. QDAY – All once daily doses – 1300 (exception – antibiotics)
   c. BID – 1000 – 2200
   d. TID – 0700 – 1600 – 0100
   e. QID – 0700 – 1300 – 1900 – 0100
   g. Antibiotics will be administered at the nearest feeding time and scheduled at hourly intervals from that time. Any time changes in antibiotics should only be made if associated with a variance.

4. Respiratory Therapy Exceptions

   a. TID – 0800 – 1400 – 2000
   b. QID – 0800 – 1200 – 1600 - 2000

5. Medicine schedules are to be altered as needed for any emergency situations.

* These times will print on Medication Administration Records; however, nursing units will have to make adjustments on actual dosing times depending on meal service.

[Signature]

Administrator

4/20/11

Date

Approved by Clinical Board: 4/00, 11/18/03, 1/16/07, 8/21/07, 4/19/11
Written: 5/98
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Reviewed: 4/01, 10/03, 11/06, 7/07, 3/11