

CAROLINA FAMILY HEALTH CENTERS, INC.

PROCEDURE

TITLE: CLN-501P Ordering and Administering Injections, Vaccinations, and Oral Medications

EFFECTIVE DATE: January 2003

SECTION: Clinical

REFERENCE POLICY: N/A

RESPONSIBLE CHIEF OF STAFF: Chief Medical Officer

RESPONSIBLE COMMITTEE: Medical CIT

REVIEWED: 7/14, 12/14, 01/17, 10/15/2019, 09/06/2022, 12/02/2025

I. PURPOSE

The purpose of this procedure is to state the process to be taken to appropriately order, document, and administer injections, vaccinations, and oral medications. This process is to aid in the prevention of medication errors and ensure safe medication administration.

II. PROCEDURE

A. Medical Provider Responsibility:

The medical provider is ultimately responsible for medications and vaccines administered.

1. Check for medication and food allergies as documented in the patient's electronic health record (EHR) prior to ordering medications and vaccinations.
2. For vaccines, review the North Carolina Immunization Registry (NCIR) immunization record for the patient by going to the Immunization tab in the EHR, click "Query Registry" and then click "Refresh".
3. Place the order for the vaccine or medication.
4. Communicate with the clinical support staff, notifying him/her of the pending order.

B. Registered Nurse/Licensed Practical Nurse/Certified Medical Assistant (RN, LPN, CMA) Responsibility:

For all medication or vaccine orders, clinical support staff should apply the Five Rights of Medication:

- a) **Right Patient:** The patient's identity must be verified against the medication order to ensure the correct patient is receiving the medication. Verify three patient identifiers, i.e., the patient's name, date of birth, and

any other acceptable patient identifier. Refer to *RM-500 Patient Identification*. Do not use yes or no questions. Questions or concerns are brought to the attention of the provider prior to administering the medication.

- b) **Right Medication:** To ensure that the patient receives the right medication, the nurse or medical assistant takes the following steps:
 - (1) Review the provider's order in EHR
 - (2) If an immunization combo is ordered, review the contents of the combo via EHR to prevent duplication.
 - (3) Verify the right medication when the medication or vaccine is removed from the drug storage area.
 - (4) Verify once again before giving the medication or vaccine to the patient. Check the vial for the correct medication name, expiration date, and for any unusual particles or abnormal appearances. Questions or concerns are brought to the attention of the provider prior to administering medication.
 - c) **Right Route:** Medications can be given different ways: intramuscular (IM), Intradermal (ID), subcutaneous (SC), intravenous (IV), or by mouth (PO). Verify the route ordered by the provider. Determine the appropriate route, site, and needle size. Questions or concerns are brought to the attention of the provider prior to administering medication.
 - d) **Right Dose:** The dose must be verified twice. The proper steps are as follows:
 - (1) Review the provider's orders prior to drawing the dose.
 - (2) Draw the appropriate dose.
 - (3) Compare the dose drawn against the provider's order prior to administering the dose to the patient. Questions or concerns are brought to the attention of the provider prior to administering medication.
 - e) **Right Time:** Give the medication or vaccination at the right time. Vaccines are given based on the recommended schedules for children and adults. Ensure that the vaccine is due and is not being duplicated by checking the Immunization tab.
- 1. Ensure that an order has been placed in the patient's EHR.
 - 2. Check for medication and food allergies as documented in the patient's EHR prior to administering medications and vaccines.
 - a) For vaccines, ensure that NCIR has been queried to include the most recent vaccine history.

3. Notify the ordering provider if any discrepancies or questions arise prior to the administration of the medication or vaccines.
4. Ensure the emergency supplies of medications used to manage acute medication reactions are readily available. Refer to *SO-106 Standing Order for the Management of Anaphylactic Vaccine Reactions*.
5. Obtain the ordering medication or vaccine.
6. Perform proper hand washing techniques and observe universal precautions.
7. For injectable medications and vaccines:
 - a) Use syringes with safety devices to prevent needle stick injury.
 - b) Cleanse the injection site with alcohol.
 - c) Apply an Inject-Safe Barrier Bandage, if available
 - d) Administer the medication or vaccine.
 - e) Immediately dispose of the needle and syringe in an approved biohazard sharps container, ensuring the container is not past the fill line.
 - f) Apply a bandage if the Inject-Save Barrier Bandage was not used.
8. For vaccines:
 - a) Provide the patient or parent with a copy of the Vaccine Information Sheet (VIS) for each vaccine prior to administration.
 - b) Complete the appropriate Screening Checklists within the EHR. The following forms may be used during utility and/or network failures.
 - (1) *Screening Checklist for Contraindications to Vaccines for Adults* (see attachment)
 - (2) *Screening Checklist for Contraindications to Vaccines for Children & Teens* (see attachment)
 - (3) *Screening Checklist for Contraindications to Inactivated Injectable Influenza Vaccination* (see attachment)
 - c) The nurse/LPN/CMA consults the ordering provider if there are any positive answers that would prohibit the administration of the vaccine.
 - d) Review patient's age and insurance status to determine which vaccine inventory (e.g., Private, state-supplied (Vaccines For Children (VFC)) should be used. To determine eligibility for VFC-supplied vaccines, refer to the North Carolina Immunization Program coverage criteria, found at:
<https://www.dph.ncdhhs.gov/programs/epidemiology/immunization/providers/coverage-criteria>.
 - e) Record vaccines administered in the EHR and ensure it has transferred correctly to the NCIR.
 - f) Print a copy of the NCIR report to be given to the patient. The North Carolina Department of Health and Human Services, North

Carolina Immunization Program mandates that all patients receiving State vaccines receive a copy of their immunization record.

- g) Record outside immunizations into the patient's EHR as a historical administration and make a copy of the document to be scanned by medical records.

9. Administer the medication as ordered by the provider.
10. Observe the patient for any immediate adverse drug reactions and notify the provider as soon as possible if this occurs. Advise the patient not to leave the facility for 15 minutes. The patient is allowed to go to the laboratory, referrals, and pharmacy during the 15-minute observation period.
11. Perform medical management of drug and vaccine reactions as necessary per provider recommendations.
12. Refer to the *PHR-101.10 Adverse Drug Reaction Reporting* to report all suspected adverse drug reactions. All vaccine adverse events and vaccine administration errors related to COVID-19 vaccines are reported using the Vaccine Adverse Event Reporting System (VAERS). For vaccine administration errors related to any other vaccine, healthcare providers are strongly encouraged to also report those to VAERS.
13. Record the administration of the medication or vaccine in the patient's EHR via the Medication Administration Record (MAR) or the Immunization tab.
14. Notify the ordering provider as well as the Clinical Site Manager of all medication or vaccine errors for management and recommendations. An incident report will be completed by following *RM-101.101 Incident Reporting*.

- C. The one-page reference guide with the vaccine administration workflow can be found attached Vaccine Administration Workflow and on the intranet.

II. ATTACHMENTS

- *Screening Checklist for Contraindications to Vaccines for Adults*
- *Screening Checklist for Contraindications to Vaccines for Children and Teens*
- *Screening Checklist for Contraindications to Injectable Influenza Vaccine*
- *Vaccine Administration Workflow*