KEIT DAY HOSPITAL

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High-Risk Medication Management Protocol

Official Manual of Clinical, Care and Organizational Protocols

Document Code	KEIT-SOP-23	**Version**	2.0
Revision	02	**Status**	Official
Issue Date	28/03/2026	**Next Review**	28/03/2027
Prepared by	Medical Directorate / Quality	**Approved by**	_____
Signature and Date	_____	**Distribution**	Controlled - Internal Use

Purpose of the document. To officially define the scope, responsibilities, operating procedure, KEIT standards, records and protocol review criteria.

1. Document Control Information

Application	All clinical, nursing, technical and organizational personnel involved in the described process.
Archiving	KEIT internal document management system and controlled copy in the relevant areas.
Review	At least annually or earlier in the event of regulatory, organizational or technological updates.

1. Scope of Application

Applicable to high-risk medications such as anticoagulants, vasopressors, opioids, anesthetics, concentrated electrolytes, insulin and other critical medications identified by the facility.

2. Responsibilities

- **Physicians:** clear, complete and appropriate prescribing of medications.
- **Nurses and nurse anesthetists:** preparation, labeling, independent double-checking and safe administration of medications.
- **Pharmacy or Supply Manager:** appropriate storage and segregation of high-risk medications.

3. Operating Procedure

- Identify high-risk medications and maintain an up-to-date list.
- Store these medications separately or ensure they are clearly identified.
- Apply an independent double-check process for preparation and administration whenever required.
- Always label syringes, infusions and infusion pumps clearly and legibly.
- Immediately report any medication error or near miss and initiate a root cause analysis.
- Monitor the patient appropriately during and after medication administration.

4. KEIT Operational Standards

- The anesthesia department applies rigorous labeling and verification procedures for infusions.
- Medication-related non-conformities are subject to dedicated audits.

5. Records and Documentation

- High-risk medication list.
- Medication event and near-miss register.
- Staff training records.

6. Review and Updates

Updates following the introduction of new medications, incidents or organizational revisions.

Implementation Note

This document is an internal operational draft. Before final adoption, review by the Medical Directorate, Clinical Directorate, Legal Advisor and the relevant department managers is recommended.

6. Related Attachments and Forms

- Operational checklists, recording forms, audit sheets and maintenance registers applicable to this protocol.
- Any department-specific or equipment-specific technical attachments are referenced in the relevant local operating instructions.

7. Final Approval

Position	Name and Signature	Date
Medical Directorate	_____	_____