

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



**Policy Title:**  
**Medications**

**Chapter:**  
Medication errors

**Effective Date:**  
10/25/1999

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0-1-9

**Robert Fleese, President - CEO**

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. Documentation of medication errors shall be kept in the medication log. Medication errors include the failure to administer medication, administering the incorrect medication, administering the correct medication in an incorrect dosage or administering the correct medication at the incorrect time.
2. After each medication error, follow-up action to prevent future medication errors shall be taken and documented.

## DISCUSSION: