



COUNTY OF VENTURA HEALTH CARE AGENCY		EMERGENCY MEDICAL SERVICES POLICIES AND PROCEDURES	
Policy Title: Medication Error Reporting		Policy Number 151	
APPROVED: Administration:	 Steven L. Carroll, EMT-P	Date: December 1, 2013	
APPROVED: Medical Director:	 Angelo Salvucci, M.D.	Date: December 1, 2013	
Origination Date:	November 1, 2003		
Date Last Reviewed:	November 14, 2013	Effective Date: December 1, 2013	
Date Revised:	November 14, 2013		
Review Date:	November, 2016		

- I. PURPOSE: To provide a mechanism for prehospital care providers to report medication errors. The information obtained may be used for education and continuous quality improvement to promote a medication error-free environment.
- II. AUTHORITY: Health and Safety Code 1797.220
- III. POLICY: Medication Errors are reported to the PCC, EMS Supervisor, VC EMS CQI Coordinator, or VC EMS Duty Officer in accordance with the following procedure. Persons reporting the error are immune from any disciplinary action by VC EMS Agency under the following conditions:
 - A. The event was unintentional
 - B. There were no major adverse outcomes
 - C. The law has not been broken
 - D. An action plan is developed and carried out
- IV. DEFINITIONS: Medication Errors include:
 - A. Wrong dosage
 - B. Variation from VC EMS 705 Policies
 - C. Calculation error
 - D. Exceeding maximum dose
 - E. Wrong route
 - F. Wrong medication
 - G. Medication omitted
 - H. Incorrect time
 - I. Wrong person
- V. STATEMENT: If a medication error is made whether or not it resulted in an adverse patient outcome, it is an Unusual Occurrence and must be reported as such per Policy 150.

- VI. PROCEDURE:
- A. Upon discovering a medication error, immediately notify treating physician.
 - B. Discovering party will complete Medication Error Reporting Form and submit it to the PCC, EMS Supervisor, VC EMS CQI Coordinator, or VC EMS Duty Officer
 - C. The VC EMS Agency will be notified within 24 hours if it is reportable, and immediately if it is a sentinel event per VC EMS Policy 150: Unusual Occurrences.
 - D. The appropriate PCC will conduct and complete the investigation within 10 working days after being assigned the case by VC EMS Agency, and shall submit a report and action plan to VC EMS Agency where it will be evaluated and tracked.
- VII. IMMUNITY: VC EMS will grant immunity from disciplinary action to personnel who report medication errors within the guidelines of this policy *and* if there is no adverse patient outcome, no criminal intent and the event was unintentional. No immunity will be granted in cases where knowledge of a medication error is intentionally omitted or not reported. If a person is unaware that they have committed a medication error until notification by VC EMS, they are still eligible for immunity as long as it is found that they did not intentionally withhold reporting.

ATTACHMENT: Medication Error Reporting

VENTURA COUNTY EMS AGENCY Medication Error Reporting Form



Date of Report:

Brief description of event:

Date of event	Time of event	Fire Incident Number	Reporting Party Name and Phone	Reporting Party Agency

AGENCY INVOLVED:	MEDICATION:
<input type="checkbox"/> AMR <input type="checkbox"/> FLM <input type="checkbox"/> GCA <input type="checkbox"/> LMT <input type="checkbox"/> VEN <input type="checkbox"/> VNC <input type="checkbox"/> VCSAR <input type="checkbox"/> SVH <input type="checkbox"/> LRHMC <input type="checkbox"/> SJRMC <input type="checkbox"/> VCMC	

TYPE OF ERROR:	
<input type="checkbox"/> WRONG DOSAGE <input type="checkbox"/> VARIATION FROM 705 POLICIES <input type="checkbox"/> CALCULATON ERROR <input type="checkbox"/> EXCEEDING MAX DOSE	<input type="checkbox"/> WRONG ROUTE <input type="checkbox"/> WRONG MEDICATION <input type="checkbox"/> MEDICATION OMMITED <input type="checkbox"/> INCORRECT TIME <input type="checkbox"/> WRONG PERSON

EXPLANATION: (include any patient signs/symptoms/outcomes)