



NEONATAL MEDICATION PROTOCOLS

REPORTING OF ADVERSE MEDICATION REACTIONS /MEDICATION INCIDENT REPORTING SYSTEMS

NCCU Clinical Guidelines

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ADVERSE DRUG REACTION (ADR) REPORTING AND DOCUMENTATION

All adverse medication reactions must be properly investigated and recorded in the patient's medical record and reported to the Australian Drug Evaluation Committee.

1. All suspected adverse medication reactions are to be reported by the staff caring for the patient.
2. An ADVERSE DRUG REACTION sticker must be placed on both pages 3 and 4 of the inpatient medication chart in the indicated positions and the medication and the reaction noted on the chart.
3. Ensure that the reaction is recorded in the patient's medical record and noted in the Alert section on the record cover.
4. The Doctor, Nurse or Ward Pharmacist caring for the patient will ensure that the reaction is reported to the Australian Drug Evaluation Committee This can be done by:
 - (a) Completing a blue ADR reporting form and forwarding it to
The Secretary
Australian Drug Evaluation Committee
PO Box 100
Woden ACT 2606

Forms available at
www.tga.gov.au/safety/problems.htm#medicine
 - (b) Reporting on-line at adr.reports@tga.gov.au
5. The doctor will inform the parents of the adverse reaction, and note the reaction in the infant's discharge letter

MEDICATION INCIDENT REPORTING SYSTEMS

1. A medication incident reporting system is in place and must be used (Clinical Incident Form)
2. Incident reports should be reviewed regularly and changes made to policy to reduce risk.
3. A regular audit of medication charts and the process of administration should be carried out to check the rate of compliance to the policy.