

The Six Rights of Medication Preparation

Whether you are administering medication or preparing medication for self-administration, you should follow the six rights to ensure safety and accuracy.

Every time a medication is prepared or administered be sure you have the:

- 1) **Right person**
 - a. Check the name on the Medication Administration Record (MAR) and the patient.
 - b. Use 2 identifiers to make sure you have the right person (for example-ask patient to identify himself/herself and ask for their date of birth).
- 2) **Right medication**
 - a. Check the medication label to make sure it has the same name as the medication ordered on the MAR.
 - b. Check the medication expiration date to make sure it hasn't expired.
- 3) **Right dose**
 - a. Check the medication label to make sure it has the same dose as the medication ordered on the MAR.
- 4) **Right route**
 - a. Check the medication label to make sure it has the same route (is it injection, oral, topical, eye drops etc.) as the medication ordered on the MAR.
- 5) **Right time**
 - a. Check the MAR to assure that the medication is being given as ordered.
 - b. Confirm when the last dose was given by checking that it was signed off on the MAR.
- 6) **Right documentation**
 - a. Document administration on MAR immediately after the ordered medication is taken.
 - b. Document medications that were not taken, or refused. Document the event in the form of a progress note, including the following information; medication name, dose, time, description of the event, who was notified, and the follow-up needing to occur.

It is standard to review the six rights of medication preparation during three separate “checks”, upon removal, upon pouring, upon administration. The purpose of the “Three Checks” is to ensure accuracy of medication delivery and client safety.

1st Check:

Remove the medication from the locked area and compare the medication label to the MAR to make sure that they match.

2nd Check:

Before pouring the medication or placing the medication in a medication cup, compare the medication label to the MAR to make sure that they match.

3rd Check:

Right before administration of medication, compare the medication label to the MAR to make sure that they match.