



**COHESIVE HEALTHCARE MANAGEMENT & CONSULTING
MANGUM REGIONAL MEDICAL CENTER**

TITLE		POLICY	
Safe Handling of Medications		NUR-020	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
Nursing	02/2020		
DEPARTMENT	REFERENCE		
Nursing			

SCOPE

This policy applies to all personnel of Mangum Regional Medical Center who handle medications.

PURPOSE

To establish guidelines for the prevention of spills or leakage of cytotoxic drugs which can be harmful to the skin, ophthalmic or respiratory systems. To provide guidelines for proper handling of accidental spills of such drugs.

DEFINITIONS

NA

POLICY

Precautions shall be exercised when preparing or administering any drugs. Drug leaks and/or spills are to be cleaned up immediately by personnel following established procedures.

PROCEDURE

1. Exercise precautionary measures when preparing or administering any drug:
 - a. Protect and secure drug containers or packages;
 - b. Wear non-powder latex gloves when handling damaged packages or leaking drug containers;
 - c. Avoid inadvertent ingestion of drugs by refraining from eating, drinking, applying make-up or chewing gum while preparing or administering any drug;
 - d. Tap gently the ampule to remove drugs from the neck of the ampule before opening the ampule;
 - e. Apply a gauze pledget or alcohol square to the neck of the ampule before opening the ampule to protect your hands from medication and cuts;

- f. Use a filter needle to withdraw medication from ampule;
- g. Avoid activities that can cause splattering, spraying, and aerosol generation e.g.:
 - i. Withdrawing the needle carelessly from the drug vial;
 - ii. Drug transfers involving needles and syringes;
 - iii. Breaking open ampule when there is an accumulation of fluid in the neck of the container;
 - iv. Air filled drug syringes;
 - v. Loose intravenous connection sites
- h. Use syringes and intravenous sets that have a luer-lock type fitting when preparing or administering drugs
- i. Prime IV sets with fluid into a proper receptacle: (sink, or alcohol sponge)
- i. Check solution containers to insure the caps, entry portals, and tubing connections for a tight seal.
- j. Labels should be appropriate for the drug contained.
- k. Wear gloves when preparing or administering any potentially caustic or cytotoxic drug.
- l. Treat personal contamination of gloves, clothing, skin, or eyes as follows:
 - 1. Remove contaminated gloves, clothing or gown and discard in a proper biohazard receptacle;
 - 2. Wash affected skin area immediately with soap and cool water;
 - 3. Immediately flood the affected eye with isotonic eye wash solution for a minimum of five (5) minutes. Report to the emergency room if needed;
 - 4. Complete and forward an employee incident report according to hospital policy.

Spill Clean-up

- a. Block access to a spill;
- b. Gather proper supplies needed to clean up spill:
 - 1) Gloves
 - 2) Absorbent material for spills
 - 3) Recommended cleanser for the spill.
 - 4) Dustpan.
- c. Put on Gloves
- d. Apply absorbent material to the spill;
- e. Wipe area with appropriate absorbent disposable towel or if glass is present sweep absorbent material and waste into a dustpan with a small hand broom or mop;
- f. Use a wet absorbent pad if the spill is solid or powdered substance;
- g. Discard the waste, in a biohazard, impermeable container such a sharps container;
- h. Clean the area where the spill occurred 3 times with an appropriate cleaner;
- i. Follow the cleaning with 2 rinses of cool water;
- j. Discard used equipment and soiled gloves and pads in a biohazard waste receptacle

REFERENCES

NA

ATTACHMENTS

NA

REVISIONS/UPDATES

Date	Brief Description of Revision/Change