



SANTA BARBARA COUNTY DEPARTMENT OF Behavioral Wellness A System of Care and Recovery

Programmatic Policy and Procedure

Section: Psychiatric Health Facility (PHF) Effective: 2/1/98
Sub-section: Nursing Version: 1.0
Policy: Medication Administration Schedule Last Revised: DRAFT
Director's Approval: Alice Gleghorn, PhD Date:
PHF Medical Director's Approval: Ole Behrendtsen, MD Date:
Supersedes: NM 1.1 - Schedule Hours of Medication Audit Date: DRAFT
Approvals:

1. PURPOSE/SCOPE

1.1. To provide a standardized medication administration schedule for licensed nursing staff (LNS) managing medications at the Santa Barbara County Psychiatric Health Facility (hereafter the "PHF").

2. DEFINITIONS

The following terms are limited to the purposes of this policy:

2.1. Licensed nursing staff (LNS) – an individual employed or contracted by the PHF who holds a valid California license as a: registered nurse (RN); licensed vocational nurse (LVN); or licensed psychiatric technician (LPT).

3. POLICY

3.1. All medications shall be administered only by LNS and in compliance with federal and state laws and standards of professional practice.

4. DOCUMENTATION STANDARDS

4.1. Documentation of administration times will be captured in military time only.

4.2. A doctor's order is required to administer medication outside of the administration schedule. The following table illustrates the standard prescription time abbreviations, meanings and PHF administration schedule:

Standard Prescribing Abbreviation	Meaning	Administration Schedule
Daily	every day	0900
bid	two times daily	0900-2100
tid	three times daily	0900-1300-2100
qid	four times daily	0900-1300-1700-2100
q4h	every four hours	0900-1300-1700-2100-0100-0500
q6h	every six hours	0600-1200-1800-2400
q8h	every eight hours	0600-1400-2200
q12hr	every twelve hours	0900-2100
1/2hr ac	half hour before meals	0700-1200-1700
hs	Hour of sleep/at bedtime	2100
Accu-Chek ac meals	Blood glucose check before meals	0715-1215-1715

4.3. Any medications orders prescribed outside of this schedule must specify the exact administration time.

## 5. ADMINISTRATION OF OTHER MEDICATIONS

5.1. Anti-infectives and medications used to treat severe pain, nausea, agitation, diarrhea or other severe discomfort shall be available and administered within four (4) hours of the time ordered.

### REFERENCE

California Business and Professions Code  
Section 2725(b)(2)

### RELATED POLICIES

Medication Administration  
Medication Nurse

**REVISION RECORD**

DATE	VERSION	REVISION DESCRIPTION

***Culturally and Linguistically Competent Policies***

*The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual’s preferred language or mode of communication (i.e. assistive devices for blind/deaf).*

