



MEMO

TO: All Staff
CC: Jessica Broussard, COO, Kali Babineaux, HR
FROM: Connie Amy, RN, DON
DATE: 10.23.19
RE: **PRN Psych Med Administration and Documentation.**

1. All PRN Psych meds require RN Charge Nurse approval prior to administration.
2. If a pt receives a PRN Psych med, you must:
 - a. Document your initial's and time on the MAR.
 - b. Document it on the PRN Medication/First Dose Response Nurse's Notes form, including the follow up assessment.
 - c. Document it on the PRN Psych Medication Log.

This must be completed at the time the medication is administered. Do not wait until the end of your shift to document.

Please see me if you do not understand the complete process required.

Thank you,