AIIMS, BHUBANESWAR

Medication Error Reporting Form
(A blame free reporting tool)

Please tick the appropriate box. All fields must be filled except details of reporter which is optional.

1. Date of event: _____

Time of event: _____

2. Location of event:

☐ Ward ☐ OPD ☐ Pharmacy ☐ Others _____

3. Type of error:

☐ Prescribing ☐ Dispensing

☐ Administration ☐ Others (specify)

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4. Patient details:

Age: Gender:

Diagnosis:

5. Description of the event: (how did the event occur and how was it detected?)

6. Details of medicines involved in the event:

S. No.	Dosage Form	Generic Name	Strength	Frequency

7. Did the error reach the patient?

☐ Yes   ☐ No

8. Outcome of the event:

No error

☐ A. Events have potential to cause error

Error, No harm

☐ B. Error did not reach patient

☐ C. No harm

☐ D. No harm but requires monitoring

Error, harm

☐ E. Temporary harm requiring treatment

☐ F. Temporary harm requiring hospitalization

☐ G. Permanent harm

☐ H. Near death event

Error, death

☐ I. Death

9. Possible causes & contributing factors:

☐ Lack of knowledge / experience

☐ Illegible prescription

☐ Look alike / sound alike medication

☐ Wrong labeling / instruction

☐ Use of abbreviations

☐ Unavailable patient information

☐ Peak hour

☐ Miscommunication

☐ Failure to adhere to work procedure

☐ Others _____

10. Details of reporter: *(optional)*

Name:

Designation:

Mobile No:

11. Intervention done:

☐ Administered antidote

☐ Education / training provided

☐ Informed staff who made error

☐ Changed to correct drug / dose / frequency

☐ Communication process improved

☐ Policy / procedure changed / instituted

☐ No action needed

☐ Others (specify)

Report All Medication Errors
Its blame free

What is medication error?

Medication error is defined as any preventable event that may cause or lead to inappropriate medication use or patient harm, while the medication is in the control of health care professional, patient or consumer. Such events may be related to professional practice, health care products, procedures and systems including prescribing, dispensing and administration.

Examples of medication errors

- Therapeutically incorrect order (drug / dose / frequency / route)
- Illegible / incomplete prescription
- Abbreviations, improper use of decimal points (missing leading zero /unnecessary trailing zero)
- Noncompliance with order while dispensing / administration
- Use of deteriorated / expired products

Why should I report?

Medication errors are an important preventable cause of morbidity and mortality. If errors are reported, corrective measures can be undertaken to prevent them. This will improve the safety of the patients.

Moreover, medication error reporting is blame free.

Are there issues concerning the confidentiality of the patient / person committing error?

There are absolutely no issues regarding confidentiality as the identifier information (like name, hospital number) of either the patient or the person committing the error need not be reported. The details of the reporter are optional and when furnished, will be kept confidential.

What to report?

All medication errors should be reported. Even potential errors (events that have potential to cause error) can be reported. A few examples of medication errors are given above.

Please do remember that there is no blame and you can report any medication error committed by anyone.

Who can report?

Any health care professional (doctors, nurses, pharmacists and allied health care professionals) can report medication errors.

When to report?

Whenever you come across a medication error, committed by self or anyone, you can report. There is no strict timeline within which it should be reported. But it is advisable to report immediately.