**July 2018**

**Downtime Procedure**

**Medication Administration Record**

**Purpose:** To provide a process for continuity of medication administration and resident care in the event of system failure with BlueStep or internet

1. On the first of each month, Wellness Supervisor will print all resident MARs and keep in a labeled binder. Label “Downtime MAR”
2. MAR binder will be kept in the medication room that is nearest to Wellness Supervisor office
3. All caregivers and med passers will be trained on downtime procedure and training will be documented
4. In the event of a medication change, the nurse will document the change on the MAR in BlueStep and then print a new MAR for that resident so the downtime MAR is current and up to date
5. **In the event of a system failure due to internet or BlueStep which affects ability to view and document medication administration, use the following process to administer medications:**
* **Call Administrator**
* **Use Downtime MAR to administer medications**
* **Document on first page of binder (time log) the date and time that downtime event started**
* **Document medications given or held by printing legibly on the MAR in the binder, also documenting any blood pressures or other information required. Accurately document time given**
* **When system resumes, continue to give medications per printed MAR until the next top of the hour**
* **Document on first page of binder (time log) the time that downtime event ended and time of last meds given**
* **DO NOT GO BACK AND DOCUMENT MEDS GIVEN IN MAR DURING DOWNTIME WITHOUT NURSE OR ADMINISTRATOR OVERSIGHT**
* **After Administrator or Nurse review, medications given during downtime will be retrospectively documented in MAR with a note on each entry of actual time med given – Example: “Data entry delay due to system downtime. Medication given at xx:xx pm”. A retrospective documentation will time stamp the entry with current time, so note will clarify circumstances and actual time med given.**

**TIME LOG**

**Downtime Procedure**

**Medication Administration Record**

|  |  |  |  |
| --- | --- | --- | --- |
| **DATE** | **DOWNTIME****START** | **DOWNTIME****END** | **ADMINISTRATOR****SIGNATURE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |