Delayed Withheld Missed

When to use Delayed, Withheld, or Missed Missed

Medications should be recorded as missed if a clinician is unable to administer a dose due to unintentional factors.

Within MedChart there are 4 reasons which can be selected to record medication as missed. These are shown below.

Please note that with the exception of code 9 - Access unavailable eMeds codes correspond to those used on LTHT paper prescription charts

<table>
<thead>
<tr>
<th>Code selected</th>
<th>Rationale inputted in comments box</th>
</tr>
</thead>
<tbody>
<tr>
<td>M4—Patient dose not available</td>
<td>Medications not in stocked by the trust. Dr Brown aware that he needs to prescribe alternative</td>
</tr>
<tr>
<td>M9—access unavailable</td>
<td>Dr unable to cannulate this morning. Discussed with Dr Smith who was contacted nurse practitioner to try and cannulate</td>
</tr>
<tr>
<td>M—unknown reason</td>
<td>Alarm clock from last shifts Tinzaparin. Unsure if given. Have escalated to Dr Brown and the Nurse in charge</td>
</tr>
</tbody>
</table>
Delayed Withheld Missed

How to Record a Medication as Missed

A missed dose is when a dose has not been given unintentionally, or the reason for not giving the medication is unknown.

Below is an example of how to record a medication as missed.

**Step 1**
From the administration page select the dose to be recorded as missed and click missed.

**Step 2**
Select the reason code and add further information in the comments box.

**Step 3**
Click missed.
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How to Record a Medication as Missed

Step 4

Check patient details and click confirm and confirm

On the scheduled tab the medication is showing as missed and illustrates the code used to do this. By hovering over this code more information can be seen as shown.
How to Administer a Medication Marked as Missed

When a medication has been marked as missed it will drop to the bottom of the Admin tab and no longer have a white box to tick to administer this medication as shown below. However this medication can be administered by following these steps.

**Step 1**
In the Admin tab click View and then Administration History

This will give you an overview of medications administered, withheld, delayed or missed.

Next to the medication that has been missed a pencil can be seen. This pencil icon indicates that there has been an action in regards to this medication.

**Step 2**
Click on this pencil to see further details
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How to Administer a Medication Marked as Missed

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**Step 3**
Click on the line which has the details of the administration you would like to change.

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**Step 4**
From here you can undo the previous action (missed) by clicking this button.

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From here you can now mark this medication as administered.

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**Step 5**
A reason for the change in administration is required to be selected from the drop down box.
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How to Administer a Medication Marked as Missed

Step 6
Add supporting comments in the required field and press confirm

Step 7
Click to confirm patient identity and the administration of the medication
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How to Administer a Medication Marked as Missed

The Administration summary will now have updated.

The Scheduled tab will now be updated to show the administration of the medication, if you hover over the tick further details can be seen as shown.