

**OREGON DEPARTMENT OF CORRECTIONS**  
**Operations Division**  
**Health Services Section Policy and Procedure #P-D-02.8**

SUBJECT: MEDICATION ADMINISTRATION RECORD (MAR)

POLICY: Medication Administration Records (MAR) will be maintained for each inmate who has prescribed medications. This record will be maintained on a monthly basis and updated as medication orders are adjusted to meet the health care needs of the inmate.

REFERENCE: NCCHC Standard P-D-02  
OAR 855-041-0160  
OAR 855-041-0177

PROCEDURE:

- A. Each patient who has prescribed medications will have a Medication Administration Record (MAR). The nurse or medication room technician will transcribe medication orders on the Medication Administration Record (MAR). If the medication room technician transcribes the orders, they must be countersigned by a registered nurse.
- B. The following information will be written on the MAR:
  - Patient's name
  - SID number
  - Allergies
  - Drug and strength
  - Route
  - Start and stop dates
  - Administration times
- C. Use of highlighters on the MAR is prohibited. Highlighted areas often become obscured when microfiched, faxed or copied.
- D. If the medication order is changed in any way other than the stop date, the current order will be discontinued and a new medication order will be written.
- E. Discontinued medication orders will be "lined through" as indicated per attachment.
- F. Computer generated MARS for each inmate with a valid order for medications will only be issued once a month to coincide with the beginning of the month.
- G. Licensed personnel will indicate administration of medications by initialing the appropriate box on the MAR. Anyone who initials the front must have a signature and initial on the back of the MAR.
- H. Medications picked up by inmate patients for "OK in Cell" self-medication, must be so noted on the MAR by signature of inmate and date.

## Medication Administration Record (MAR)

- I. Medication administration will be recorded accurately and clearly on the MAR at the time of administration. Pre or post charting is not permitted.
- J. The following symbols will be used to indicate medication administration practices:
- Initials ----- Dose was administered as ordered
  - Diagonal Line ----- No dose is scheduled
  - Circled Initials ----- Dose was prepared but patient refused
  - X ----- Comment charted in progress note
  - Blank ----- No show
  - Circled R----- Patient refused
  - nm----- No Medication available

Effective Date: \_\_\_\_\_

Revision date: April 2007

Supersedes P&P dated: March 2006



