Boland Bank Building, 5th Floor, Suite 501, 18 Lower Burg Street, Cape Town, 8000

Tel: (021) 426 4777

E-mail: tony@cpcqualicare.co.za

Website: www.docweb.co.za

SOP: Adverse Drug Reaction (ADR) Management

1. Purpose

- Ensure quick identification, management, and reporting of ADRs.
- Promote patient safety and regulatory compliance.

2. Scope

- Applies to all staff prescribing, dispensing, administering, or monitoring medication.
- Covers all suspected or confirmed ADRs in the facility.

3. Responsibilities

- Healthcare worker: Act immediately and report ADR
- Pharmacist/clinician/pharmacovigilance officer: Review, document, submit reports.
- Practice owner/IPC officer: Ensure staff training.

4. Procedure

4.1 Immediate Action

- Stop suspected medication.
- Provide emergency care if needed.
- Monitor vital signs.
- Record onset, symptoms, severity.

4.2 Identify Suspected Drug

- Review of medication chart and records
- Assess likelihood of each drug involved.

CPC DOCTOR'S FUND (PTY) LTD T/A QUALICARE

Boland Bank Building, 5th Floor, Suite 501, 18 Lower Burg Street, Cape Town, 8000

Director: Dr AD Behrman

Reg No 95/03533/07 (Vat No 470175882)

4.3 Document in Patient Record

- Drug name, dose, route
- Date/time given.
- Reaction details and severity
- Interventions and outcomes
- Reporter's name/designation

4.4 Report ADR

- Report serious/unexpected ADRs to national authority.
- Use approved form (e.g., yellow card)
- Keep copies in the file.

4.5 Patient Feedback

- Explain reaction and cause.
- Advice on future precautions
- Discuss alternative medications.
- Document counseling

5. Record Keeping

- Store ADR reports securely.
- Keep for internal and external audits.

6. Review & Approval

- SOP signed by relevant authority

Review every 5 years or sooner if guidelines change