

Attention Nursing Staff

Date: [Insert Date]

Dear Team,

This is a friendly reminder to ensure adherence to the medication administration protocol. Please review the following key points:

- Verify patient identity using two identifiers before medication administration.
- Check medication orders against the MAR (Medication Administration Record) for accuracy.
- Administer medications within the designated time frame to ensure efficacy.
- Document all medications administered, including any reactions observed.
- Report any discrepancies or adverse effects immediately to the physician.

Thank you for your attention to this important matter and for your ongoing commitment to patient safety.

Best Regards,

[Your Name]

[Your Title]

[Your Contact Information]