Introduction
Medication administration is an important duty of nurses. Proper labelling of Medication Administration Record (MAR) is essential to ensure proper medication administration not affected by wrongly filing or missing MAR.

Objectives
The aims of this pilot are to (1) ensure correct number of MAR; (2) reduce the risk of wrongly filing and (3) increase staffs alertness on medication safety.

Methodology
All MAR forms are pre-printed with numbering from 1 to 15. Three standardized symbols ‘circle, arrow and cross’ are used as a communication tool among nurses. ‘circle’ means one new MAR is used; ‘arrow’ means next page started; ‘cross’ means MAR sheet finished and filed. For example: if the first page of the MAR is used, nurses need to circle page 1. If second page of MAR is used, the nurses need to add a forward arrow on page 1 and circle page 2 on the second MAR. In case the medications on page 1 are all finished, the nurse needs to put a slash to cross page and filed it. The pilot was firstly implemented in Cardiac Care Unit (CCU) and then promoted to a general acute medical ward in NDH from June 2014. Two convenient audits were done with involving 22 patients and 29 patients separately on August and November 2014.

Result
The compliance rate of first audit was 48.9%. The highest was 80% on the regular MAR and the lowest was 31% in non-regular MAR. Four cases were missed the page numbering in regular MAR. One was newly admitted patient and one was transferred from other ward within 4 hours. The remaining 2 were stayed in the ward within 24
hours. Nursing staffs were reinforced this numbering system and should check the MAR number before handover. The compliance rate was increased to 94.8% in second audit. The compliance rate for MAR used for regular medication, fluid infusion and regular injection were the same at 96.6%. One case of missing page numbering in regular medication MAR and two were missed to cross the finished fluid infusion and regular injection MARs. Overall performance is very good in the second audit and this 93% improvement implied the nursing staffs was willing to adapt and familiar with this new page number fixing MAR system and it could implement smoothly.