

## CENTRAL CARE POLICY SUPERVISION OF SELF-ADMINISTRATION OF MEDICATIONS

<b>SUBJECT:</b>	<b>SUPERVISION OF SELF- ADMINISTRATION OF MEDICATIONS</b>
<b>ANNUAL REVIEW MONTH:</b>	June
<b>RESPONSIBLE FOR REVIEW:</b>	Director of Central Care
<b>LAST REVISION DATE:</b>	August 2010

**Policy:** The purpose of this policy is to establish a procedure regarding the self-administration of consumer medications and storage and disposal of medications. **All medications and treatments will be ordered by a physician through an order or through a commercially labeled container.**

*Allergies to medications and food shall be noted on the Medical Alert form in front of Consumer's chart, on the Physician's Physical Form and on the individual Medication Self-Administration in the consumer's clinical record.*

1. All medications required by a consumer shall be self-administered by the consumer except when the consumer requires administration of oral or topical medication by or under supervision of residential staff person. A licensed medical/nursing staff person will do injectable medications under established protocol.
2. Over the counter drugs or dietary supplements, including vitamins and herbal supplements, cough and cold medication, GI medications, Tylenol for fever and pain, may be given as long as there is a physician's order for the drug, a protocol for use, no allergies or sensitivities to the drug or supplement and there is documentation on the Medication Administration Record of its use.
3. The Central Care staff will be trained on the Self-Administration of medications protocol(s) during orientation and annually thereafter by a licensed nurse. The licensed nurse will ensure documentation annually of staff training and a competency form will be entered in the personnel file.
4. A consumer who is not capable of independent self-administration of medication may be assisted and supervised in self-administration by staff by the following extent:
  - Consumer may be reminded of the time to take medications;

- The medication regimen as indicated by the physician's order or the commercially labeled container may be read to him or her;
  - The dosage the consumer self-administers may be checked according to the
  - Consumer may be physically assisted in pouring medication.
5. Consumers will be trained in each aspect of medication administration and counseled regarding medication and importance of compliance
  6. Filling of physician prescribed medication will be done by the consumer, designated on-site manager or the licensed nurse.
  7. Medications will be stored under lock and key at all times whether kept by consumer or kept by residential staff.
  8. Medications will be kept in original containers with original label intact.
  9. Unused, mislabeled or outdated medications will be handled by the licensed nurse.
  10. Medications shall be properly labeled and handled in accordance with current applicable laws, rules and regulations.
  11. Documentation of self-administration of consumer medication will be entered on the medication administration form upon administration.
  12. Medications requiring refrigeration will be stored separately from food in a locked container. The temperature of the refrigerator shall be maintained between 36 degrees Fahrenheit and 41 degrees Fahrenheit.
  13. A medication error/discrepancy form will be completed on medications administration errors, omissions of medications, and documentation omissions.
    - The Team Leader will be notified immediately of any error/discrepancy.
    - The Team Leader will notify the Service Director and Director of Central Care
    - Emergency procedures will be followed to ensure safety and health of consumer. (See Emergency Medical Procedure)
    - The local poison information center telephone number is posted on the bulletin board
    - For such errors, the primary MD will be notified in addition to the family/guardian. Incident Reports will be completed and filed according to procedures.

Central Care staff members providing supervision of self-administration of medications will be trained by a licensed nurse during orientation prior to supervising self-administration of medications. Competencies of each staff member's training will be

documented and placed in the staff member's personnel file. A Registered Nurse will review the policy and protocols annually and the staff members' competencies will be tested and documented by a Registered nurse annually thereafter.

- This staff training will include the purpose of the consumer's medication including the risks and benefits;
- Identifying and responding appropriately to adverse reactions to medications, supplements or foods;
- The rationale for ensuring timely receipt of medications;
- Documentation medications changes or discontinued by a physician;
- Proper storage of medication;
- Proper disposal of outdated, unused or mislabeled medications;
- Information about medication errors, error-prone situations, and strategies to prevent such medication errors and instructions on proper documentation and reporting of medication errors.
- The Registered Nurse will follow CSH procedures on identifying look alike/sound alike drugs. See attachment – policy 2.06a

The Registered Nurse will have overall supervision and monitoring of this policy.

(See attached protocols for Self-Administration of Oral Medications; Use of an inhaler; Use of Ear drops; Use of Eye drops; Medication Error/Discrepancy Report; and Central Care Standing Orders (which is signed by each consumer's primary physician).

**Procedures:**

Responsible Person(s)	Action
<p><b>Self Administration of Medication</b></p> <p>Consumers</p> <p>Onsite Manager</p>	<ol style="list-style-type: none"> <li>1. Receives medication from locked cabinet in original container at designated administration times.</li> <li>2. Self-administers medications in accordance with prescribed dosage.</li> <li>3. Assists and supervises consumers not capable of independent self-administration of medication by: <ul style="list-style-type: none"> <li>• Reminding consumer of time of medications administration.</li> <li>• Reading regimen indicated on container label.</li> <li>• Checking dosage according to container label before self-administration.</li> <li>• Physically assisting with pouring of otherwise taking medication.</li> </ul> </li> <li>4. Records supervised self administration of medication on Medication Administration Record.</li> </ol>
<p><b>Storage of Medications</b></p> <p>Onsite Manager/Licensed nurse</p>	<ol style="list-style-type: none"> <li>1. Fills prescription or assists consumer with filling of prescription from Pharmacy.</li> <li>2. Maintains medication in locked storage and provides access to consumer at time of scheduled dosage.</li> <li>3. Properly disposes of outdated or unused medications.</li> <li>4. Completes a Medication Error and Discrepancy Form if the consumer's medication is not recorded as self-administered, dosage missed or wrong, etc.</li> </ol>
<p><b>Training/Review of procedure</b></p> <p>Registered Nurse</p>	<ol style="list-style-type: none"> <li>1. Will provide supervision and monitoring of the implementation of the Supervision of Self-Administration of Medications policy and the training of staff</li> <li>2. Will ensure the proper documentation of the competencies of staff in the implementation of this policy.</li> <li>3. Will annually review policy and provide annual training of the staff.</li> </ol>

**APPROVED:** \_\_\_\_\_ **TITLE:** Central Care Director **DATE:** \_\_\_\_\_  
George Harris, LCSW