

Please note, this Quick Guide is ONLY a summary of the Medication Procedure. For additional information and in case of any questions, please refer to the full Medication Procedure. In case of any discrepancy between this Quick Guide and the full Medication Procedure, please follow the full Medication Procedure.

This Quick Guide is not meant to cover all information required by medical staff. Medical staff should refer to the full Medication Procedure.

### **Purpose/Responsibilities**

To provide guidelines for medication administration, storage, and prescription, as well as other issues related to medication at CMHA-CEI. All staff are responsible for safeguarding and administering prescribed and over-the-counter medication to recipients in accordance with instructions given by the recipient's physician.

### **Definitions**

**Administering (or administration of) medications:** Functions necessary for staff to deliver a medication to a recipient.

**Competency:** The abilities to communicate a choice, to understand the relevant information, to appreciate the medical consequences of the situation, and to reason about treatment choices.

**Controlled substances:** Those substances regulated as per the Michigan Public Health Code (Act 368 of 1978), Article 7, Part 72. Note that controlled substances, if dispensed by Ascension Pharmacy, may be identified by prescription numbers beginning with 2, 4, 12, or 14

**Documenting:** Recording information regarding medications prescribed, dispensed, administered, and discontinued.

**Dispensing:** Preparing, compounding, packaging, or labeling a drug pursuant to a prescription or other authorization issued by a prescriber.

**Drug:** A medication or other substance which has a physiological effect when ingested or otherwise introduced into the body.

**Informed consent:** Written consent voluntarily signed by a recipient who is competent and who understands the terms of the consent, or by the recipient's legal guardian.

**Medication:** A substance intended for use in the diagnosis, cure, treatment, mitigation, or prevention of disease or any substance prescribed to address a medical condition.

**Prescriber:** A healthcare professional licensed and authorized under state law to order medication. These include physicians, dentists, nurse practitioners, and physician's assistants.

**Prescribing:** Ordering medication in a specific type, dosage, and amount for an individual.

**Prescription:** A documented order from a prescriber for a medication to be dispensed to a specific individual. This order must contain the name of the substance, the route, dosage, frequency, number to be dispensed, and number of refills.

### **Procedure**

**Medication Storage, Administration, and Preparation:** All medications should be provided in a safe and sanitary manner, with attention to proper storage and labeling. All medications follow prescriber guidelines and are documented in the MAR. Staff are responsible for monitoring/observing consumers and documenting adverse reactions. Only prescribed medications should be administered, except in the case of an emergency.

**Disposal of Non-Controlled Substance Medications:** When a non-controlled medication is discontinued/expired, staff should contact the dispensing pharmacy to determine if they have a program to dispense medications (if the dispensing pharmacy is Ascension, fill out the “Medication Return Form”). If a non-controlled medication has been contaminated, dispose of the medication in the designated container.

**Storage, Administration, and Disposal of Controlled Substances:** Controlled substances must be stored in a locked container inside the locked medication cabinet. These must be counted at the end of every shift and recorded in the MAR. If a discrepancy arises, staff must contact their supervisor. Dispose controlled substances by placing them in a secure medication disposal container or by destruction within the home. Two staff must count the medication immediately prior to destruction. Record the disposal in the MAR.

**Administration of Sub-Cutaneous Injections:** Staff who administer sub-cutaneous injections will be trained by a Registered Nurse, and will be trained to clean, prepare, rotate, and monitor the site. Staff will be trained on types of insulin, disposal of needles/syringes, and accurately measure medication dosage.

**Transferring of Medications to be Administered at an Alternate Site:** When needing to administer medications at various sites, send medication in the original container, hand directly to staff, sign a medication transfer receipt and/or log, and obtain a copy of the written order (for home to school, work activity, or day program). If a resident is leaving the facility long-term, provide medications to the person taking legal responsibility of the consumer. If the resident will not be supervised by another person, the consumer needs authorization from the prescriber.

**Documentation of Medication Administration:** A written order completed by a licensed medical professional is required for all prescribed and over the counter medications. After a medication is administered, the MAR should be updated immediately. Changes to medications must be on the MAR and reviewed/initialed by another staff. Directions changed stickers are available from the pharmacy.

**Medication Administration Errors and Problems:** In the event of a late medication, medication error, or medication refusal, staff must consult the physician, RN, or CMHA-CEI pharmacist. If the MAR is blank where a medication would have been expected to be administered, staff must contact previous staff members on duty to determine if the medication was administered or missed. Medication errors are documented appropriately in the incident reporting system. Call 911 if a severe adverse reaction occurs due to medication.

**Preparation and Cleaning of Medication Administration and Storage Area:** Medication storage areas are cleaned at least once per month with a bleach solution and medication administration areas are to be cleaned daily with soap and water, sprayed with a bleach solution, air dried, then rinsed. Cleaning cloths are washed with ½ cup of bleach and added to the wash cycle.

**Responsibilities of the On Site Leader:** Each program designates a staff person responsible for the oversight of medications. Responsibilities include ensuring that written orders are on site and filed, medications are ordered and stored properly, review MARs, follow up on errors, ensure staff are trained and medications are appropriately disposed of, medication areas are cleaned, and medication side effects are monitored.

**Informed Consent:** Consent forms must be signed when a new medication is prescribed or the medication has a black box warning. The prescriber should discuss the purpose, benefits, risks, adverse effects, and the right to refuse medications with the consumer/guardian. Annual consents for medications should be signed.