

Handling of Participant's Medications



I. Policy

A. It is the policy of A New Leaf, Inc. that at no time will an employee administer medications unless legally authorized to do so. Personnel may assist the participant to take his or her own medication under the following guidelines:

II. Procedures

- A. The medication must be brought by the participant in a pharmacy-dispensed pre-packaged container which is appropriately labeled with the name of the medication, dosage and time, and amount to be taken. Each medication must be packaged separately to avoid mistakes in identification.
- B. Only licensed nurses and other professionals that are legally authorized to administer medications may give participants injectable medications.
- C. Medications may not be given unless prescribed under a written or verbal order of a physician. Evidence of written or verbal order must be maintained in participant's file. Medisets labeled by a pharmacist and supplied to the participant on a weekly basis may serve as written evidence of a physician's order. An original prescription bottle from the physician may also count as evidence.
- D. The agency and its employees are responsible for safe guarding the participant's medications while they are at the agency, home, or in the community.
- E. If a participant no longer takes a medication, it must be returned immediately to the pharmacist, the participant, or the person responsible for the participant's home care. Medications may not be retained for longer than 30 calendar days.

F. Medications prescribed for one participant may never be used for another participant.

G. If a participant is responsible for administering his/her own medication without assistance, then a written approval stating that they have been observed and are capable of self-administration must be obtained from the primary physician and placed in the participants file.

H. Participants must know the purpose of the medication, appropriate dosage and times, side effects, and be able to take the medication completely on their own.

I. If a participant needs assistance with medications, the following conditions must be in place:

1. Any staff assisting with medications must successfully complete and follow the "Assistance with Medications" course.
2. The participant's health condition must be stable.
3. The participants health status must not require nursing assessment prior to, or post medication assistance.
4. The medication must be in its original pharmacy-dispensed container with proper label. Proper measuring devices must be available for liquid medication that is poured from the dispenser.
5. Written instructions must be given by physician detailing reason for medication, dosage, expected effects, and action to be taken in an emergency.
6. Staff must review instruction for assisting on a regular basis.
7. Assistance of medication must be documented in the participants file. In case complications arise, there will be an individual plan stating who to contact and in what order.
8. Anytime a staff assists a participant with their medication, it must be documented in the file.

J. If a participant is receiving medication assistance, the staff will document each time assistance is given in the participant's log. **This will be reviewed on a monthly basis by a supervisor.**