

ADMINISTRATIVE POLICY

- 1 All medications distributed to supported persons at OPTIONS will be prescribed by a licensed physician or a licensed nurse practitioner under the supervision of a licensed physician. The only exceptions to this policy would be the occasional application of a first-aid cream or ointment for minor cuts. All medications for persons served in OPTIONS's Residential Programs will be evaluated and re-ordered every 60 days by the primary physician and when persons are re-certified for Medi-Cal funding.

- 2 Distribution of Medication - OPTIONS Community Support Specialists may distribute medications only after they have 1) completed a medication orientation class taught by a licensed registered nurse; and 2) have been observed distributing and documenting medications by the licensed registered nurse. The medication administration class for all employees will include, but will not be limited to, the following:
 - 2.1 Definition of a drug

 - 2.2 Prescription Drugs/Non-Prescription Drugs
 - 2.2.1 Need for physician's order for any medication

 - 2.3 Drug names and use of Physician's Desk Reference or similar pharmacy reference resource.
 - 2.3.1 Generic names

 - 2.3.2 Brand names

 - 2.3.3 Category of drugs

 - 2.4 Importance of reading labels
 - 2.4.1 Prescription drugs

 - 2.4.2 Over-the-counter drugs

 - 2.5 Distribution of medications and use of OPTIONS Medication Checklist
 - 2.5.1 Knowledge of prescribed medications and reasons for use

 - 2.5.2 Comparing labels to actual medications (pills) and to medication sheets

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- 2.5.3 Focusing on one person at a time
- 2.5.4 Discussing medications with each person
- 2.5.5 Reporting and documenting any side effects
- 2.5.6 Responsibility of lead staff coming on duty for checking off lead staff going off duty
- 2.6 Documentation
 - 2.6.1 Use of antibiotic sheet
 - 2.6.2 Use of narcotic sheet
 - 2.6.3 PRN medications
- 2.7 Medication reviews
 - 2.7.1 Diagnosis
 - 2.7.2 Specific medications and their relation to diagnoses
 - 2.7.3 Side effects
- 2.8 Medication errors
 - 2.8.1 OPTIONS's Registered Nurse Consultant will counsel and provide additional training to any employee who makes a medication error.
 - 2.8.2 Depending on the severity of the medication error, the Human Resources Manager may institute a course of disciplinary action that may include additional training, suspension of medication distribution duties, institution of a probationary period, or dismissal from OPTIONS's employ.
 - 2.8.3 Medication errors will be reported to the appropriate regulatory body.
- 2.9 Safety of medications
 - 2.9.1 Medications will either be locked up or used under the direct supervision of qualified OPTIONS staff.

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- 2.10 Observation of proper technique for persons who are able to self-medicate.
- 2.11 Proper disposal of needles for persons who self-inject.
- 3 Duties of Program Manager and/or Supervisor/Coordinator in regard to medication
 - 3.1 Order all medications as prescribed by physician or nurse practitioner. All new orders are to be ordered on the day the prescription is written or called in. The Registered Nurse Consultant may also perform this function when requested by the Program Manager or Supervisor.
 - 3.2 Process new medication deliveries at the end of each month. The pharmacy representative will remain at the site until all medications are processed and signed off by the Program Manager or Supervisor.
 - 3.3 Cross-check the current Physician Order Sheet with the previous Physician Order Sheet to ensure that there are no errors. The cross-check will be performed when the monthly medication delivery is received from the pharmacy.
 - 3.4 Complete all new medication sheets by color-coding them and entering administration times for each prescription.
 - 3.5 Ensure physician order sheets have been signed by both the pharmacist and the prescribing physician and dated for the month the medications will be administered.
 - 3.6 Check medication sheets, antibiotic sheets and narcotic sheets daily for errors and initial the top of each page.
- 4 Duties of Registered Nurse
 - 4.1 Check all medications, and check and initial all medication orders at the beginning of the month.
 - 4.2 Audit medications at least once each month and advise Program Managers and/or Supervisors of any errors and/or changes.
 - 4.3 Counsel Community Support Specialists for failure to follow medication policy and notify Program Manager of infractions.

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- 4.4 Provide in-service instruction to Community Support Specialists as new medications and/or procedures are ordered and/or discontinued.
- 4.5 Provide ongoing reminders at staff meetings about proper medication documentation and distribution.
- 5 Duties of QMRP (ICF/DD-H Homes Only)
 - 5.1 Communicate regularly with Registered Nurse and Supervisors regarding any medication-related problems.
 - 5.2 In the absence of the Registered Nurse, be available to Community Support Specialists medical and/or medication concerns to the appropriate sources.
 - 5.3 Be present during employee medication error counseling sessions and, together with the Registered Nurse, evaluate the employee's ability to administer medication and remain in his/her position.
 - 5.4 Review any medically related issues addressed in ~~client~~ Individual Service Plans (ISPs) with the Registered Nurse.
 - 5.5 Monitor and revise the Medication Policy as needed.

POLICY DATE: February 1996
REVISED: March 2004
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