

## ADMINISTRATIVE POLICY

- 1 OPTIONS does not prescribe or dispense medication. All medications distributed to persons served at OPTIONS licensed sites 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' Health Licensed residential sites will be evaluated and re-ordered every 60 days by the primary physician.
  
- 2 Distribution of Medication - OPTIONS' Community Support Specialists may assist in the distribution of 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 (a substance intended for the use in the diagnosis, treatment or prevention of disease)
  - 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

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

2.5.7 The 5 rights

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' Registered Nurse or Registered Nurse Consultant will counsel and provide additional training to any employee who makes a medication error. Staff will not be able to pass medications until such training has been provided.

2.8.2 Depending on the severity of the medication error, the Human Resources Director 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' employment.

2.8.3 Medication errors will be reported to the appropriate regulatory

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body.

### 2.9 Safety of medications

2.9.1 In licensed programs, medications will be stored in a locked cabinet.

2.9.2 When an individual has demonstrated competency and mastered self-administration of medications at the level and frequency specified by the interdisciplinary team, an individual may have access to their own medication.

2.9.3 In unlicensed programs persons may be responsible for their own medications with agreement from interdisciplinary team.

2.10 Persons who self-administer medication will be observed to ensure the proper technique for the medication administration.

2.11 Persons who self-inject medication will be trained on the proper disposal of needles.

### 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 will be reviewed with the Registered Nurse or Registered Nurse Consultant who will either order the medication or provide instruction to the Program Manager, Supervisor or other designee on the ordering of the medication.

3.2 Process new medication deliveries each month. All medications are processed and signed off by the Program Manager or Supervisor. Medications that arrive off cycle may be checked in by staff on duty and will be reviewed by the Program Manager, Supervisor, RN or QIDP the next business day. The pharmacy will be contacted with any corrections within 24 hours of delivery.

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.

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- 3.5 Ensure that the Medication Administration Sheets (MARS) are labeled as to what time of day the medication is to be taken.
  - 3.6 Check medication sheets, antibiotic sheets and narcotic sheets for errors.
- 4 Duties of Registered Nurse
- 4.1 In the licensed residential programs, the RN will review all medications, and check and initial all medication orders at the beginning of the month.
  - 4.2 In the licensed residential programs, the RN will audit medications at least once each month and advise Program Managers and/or Supervisors of any errors and/or changes.
  - 4.3 The RN may provide consultation to other programs/services as deemed necessary by the IDT and approved by the CEO, COO or designee.
  - 4.4 Counsel/re-train Community Support Specialists for failure to follow a medication policy and notify Program Manager of errors or infractions.
  - 4.5 Provide in-service instruction to Community Support Specialists as new medications and/or procedures are ordered and/or discontinued.
  - 4.6 Provide ongoing reminders at staff meetings about proper medication documentation and distribution.
  - 4.7 Review all new prescriptions or discontinued medication orders prior to implementation.
- 5 Duties of QIDP/Manager (ICF/ID-H Homes Only)
- 5.1 Communicate regularly with Registered Nurse and Supervisors regarding any medication-related issues.
  - 5.2 Together with the Registered Nurse, evaluate medication errors and the employee's ability to administer medication and remain in his/her position.
  - 5.3 Review any medically related issues addressed in each person's Individual Service Plans (ISPs) with the Registered Nurse.

POLICY DATE: February 1996  
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November 2011  
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July 2013  
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