

NORTH COUNTRY COMMUNITY MENTAL HEALTH ADMINISTRATIVE MANUAL

CHAPTER: Seven – Health Services
SECTION: Two - Medications
PROCEDURE NAME: MEDICATION ADMINISTRATION IN DAY PROGRAMS
EFFECTIVE DATE: November 1, 2009

PURPOSE

To ensure safe and appropriate distribution of medication when it is necessary that medications be given in the day program.

APPLICATION

North Country Community Mental Health Day Programs directly operated or under contract

PROCEDURE

1. PROPER CONTAINER - PROPER LABEL:

- A. All medications being sent into the day program must be filled by the pharmacy:
1. Every 30 days;
 2. Labeled properly by the pharmacist;
 3. Re-labeled, by the pharmacist, when changed or re-ordered;
 4. Each medication is to be sent in individual bottle (not mixed);
 5. A copy of current medication order, signed by the physician, for each medication must be in the program's medication book; and
 6. In the event a medication is discontinued or changed, the home must provide a copy of the changed order signed by the physician, which will be placed in the medication book.
- RECOMMENDATION: Try to arrange for medications to be given at home and omit as many as possible being sent to the day programs.

If these guidelines are not followed, staff have been informed not to give the medication and it will be the provider or guardian's responsibility to administer the medications in the workshop setting. There will be NO EXCEPTIONS.

2. METHOD OF STORAGE:

- A. All medications will be in locked container until time for dispensing by staff and clients approved for self-medications. For medications that require refrigeration, medications must be kept separated from food on a separate shelf or in a separate refrigerator.

3. ADMINISTRATION AND DELIVERY

- A. Staff giving medications must sign and complete Medication Sheet daily and retain in client record. Staff must successfully complete NCCMH approved medication administration training program before they can administer meds to clients.
- B. When medications are delivered, staff must complete Medication Record for each medication on each client, and then count the contents and record.
- C. NCCMH will supply provider with Medication Sheet forms to comply with guidelines for administration.

- D. Staff will inform NCCMH nurse by phone and complete a Client Incident Report when any medication error occurs and/or the above guidelines are not followed.

4. DISPOSAL OF MEDICATIONS

Unused medications will be returned to the consumer's family or home provider for disposal.

REFERENCE:

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APPROVED BY SIGNATURE:

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11/2/2009

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10/27/2009

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