POLICY

Summary

- Staff shall administer all medication and treatment orders as prescribed.
- When medication is not available for a scheduled time pass, staff shall take necessary steps to obtain the medication and notify the Executive Director and nurse, as required.

Procedure

1. Staff to assure the medication is not in the community.
2. FAX and call the pharmacy (and/or notify the family, if a possible source for delivery), about a plan to deliver the medication.
3. Notify the Executive Director and the Community nurse about the status of medication delivery.
4. If medication will not arrive in time for next dose, alert the physician about unavailability and ask for an order to hold the medication until the planned delivery, if not already on standing orders.
5. Document missed dose in QMAR
6. Document in QMAR what you have done, the plan for delivery and notification to the MD.
7. Place the resident on alert charting to observe for changes in condition related to the missed medication and indicate the expected delivery time.
8. **REPEAT steps 2 through 6 EACH TIME a dose is missed**, omitting #4 above, if it does not apply each time.
9. If the medication is delivered within 1 hour before or 1 hour after the scheduled time pass, proceed to give the medication immediately. If it arrives outside the indicated two hours of flexibility, proceed to give the medication ONLY as directed by the MD or nurse with such direction documented.

EXAMPLE DOCUMENTATION

<table>
<thead>
<tr>
<th>Hour</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>13</th>
<th>14</th>
<th>15</th>
<th>16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paxil 20mg</td>
<td>1 tablet by mouth every day to regulate mood.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>8am</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
## Medications Not Available Policy & Procedure

**Policy Number:** HS.11.50.07  **Effective Date:** 2/15/2012

**Approved By:** Kevin Cox  **Revision Date:** 7/26/17

### Comment Sheet

<table>
<thead>
<tr>
<th>Date</th>
<th>Hour</th>
<th>Medication</th>
<th>Reasons/Comments</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/1/2012</td>
<td>8am</td>
<td>Paxil</td>
<td>Called pharmacy. Will deliver today, regular time. MD notified and order received to hold and restart when medication received.</td>
<td>YI</td>
</tr>
<tr>
<td>2/1/2012</td>
<td>5pm</td>
<td>Paxil</td>
<td>Medication arrived. Given per MD</td>
<td>YI</td>
</tr>
</tbody>
</table>