POLICY

It is the policy of this Community to establish and maintain a safe and effective medication delivery system which supports the concept of aging in place and promotes the availability of appropriate services for the elderly and disabled persons in a home-like environment which enhances the dignity, independence, individuality, privacy, choice and decision-making ability of the Resident.

• The medication systems will support the health and medical care needs of residents on a 24-hour basis.
• Community staff will administer or assist the Resident to administer prescription and non-prescription (over-the-counter) medications, as allowed by state and pharmacy regulations, and will maintain records of medication assistance/administration.
• The Community will assure that safe medication assistance/administration and treatment systems are in place, which are approved by a pharmacy consultant, RN, or MD.
• The Executive Director is responsible for ensuring adequate professional oversight of the medication and treatment systems.

PROCEDURES
Medication Storage:

• All medications will be stored in a locked space.
  o This could mean a room, a cart or a drawer and may be state mandated.
  o Narcotic medications that the Community is responsible to administer must be kept in a double-locked space.
  o The storage space will be kept locked at all times when not in use.
  o Access to the medication storage space will be limited, each shift, to the person responsible for administering medications and his/her supervisor.
• Medication will be stored in an orderly manner, for example, by time pass and apartment number.

• The medication room or storage space will be kept clean and organized and in compliance with fire, safety and other regulations.

• Resident and families will be made aware of the medication system and the Community requirements of medications packaging, (i.e., bubble pack, etc.), prior to the Resident’s move into the Community. (The bubble pack promotes quality assurance, efficiency and accuracy, and reduces the amount of space required.)
• The medication room or storage space will contain a refrigerator for perishable medications, supportive of the medication delivery system. Refrigerator will be designated for medications only.

• Medications will be stored in an area that is separate from any poisons, hazardous material or toxic substances.

Medication Assistance:
• A resident's ability to consistently, appropriately self-administer his/her medications will be evaluated in accordance with the Self-Administration of Medication policy and procedure.

• Medication assistance/assistance with medications will hereby be categorized as either assistance with self-administration or administration, and will occur in accordance with MD orders, resident preference and ability, state regulations, and Community policy.

• Assistance with self-administration includes, but may not be limited to:
  o Storing;
  o Reminding;
  o Confirming right resident, right dosage, and right application
  o Opening container;
  o Pouring and preparing; and
  o Observing the Resident while medication is taken.

• Administration of medications may be by licensed staff and trained, unlicensed staff under the supervision of licensed staff, in compliance with applicable state regulations and Community policy.

• A system for assistance with medication administration promotes resident dignity and confidentiality.
  o Residents taking medications by mouth may be assisted or have the medications administered in the dining room at the meal service.
  o If the Resident or Responsible Party objects, staff shall document the alternative plan on the Resident’s Service Plan.
• Each medication will be checked three (3) times before assistance with or administration is provided to the Resident; the staff assigned to assist with the administration of medications for the shift shall:
  o Check the Medication Administrative Record (MAR);
  o Check the pharmacy’s or manufacturer’s medication label; and
  o Check the MAR again.

• Community staff will respect the seven rights of medication assistance/administration before each medication is administered:
  o The right resident;
  o The right medication;
  o The right time;
  o The right dose;
  o The right route;
  o The right to refuse;
  o The right to know.

• Medications prepared by the Medication Aide (MA) will be passed by the same MA.
  o In the event that the preparer is unable to pass the medications, previously poured medications will be discarded and a new set poured and passed.
  o Replacement doses will be ordered from the house pharmacy immediately.

• Pre-pouring of medications is allowed only directly prior to the time of the medication pass and in accordance with Community policy and state regulations.

• Community staff will discreetly observe the Resident during the medication pass to assure that the Resident has administered his/her medications appropriately.

**Medication Documentation:**

• The Community system for documenting the assistance with or administration of each medication must be followed; this system is found in the Medication Assistance Training Manual.

• Documentation of the medication assistance/administration will be done at the time that the medication is removed from the container. **Note:** If state regulations require that documentation can be made only after administration of the medication, make a mark inside the box to indicate that medication is prepared, and initial the MAR after making the medication pass.
If the medication is refused, the initials are circled and an explanation given, following the procedure in the Medication Assistance Training Manual.

A resident’s refusal to take medications as ordered will result in staff notification of their supervisor, the Resident’s physician or person legally authorized to write the prescription.

- PRN medications will be given only for the reason specified on the prescription or clarified by the RN, and will be discontinued for resolved conditions and for non-use, per the physician’s instruction on the physician order.

- Reviews or audits of the medication records will be performed routinely.

Resident Leave of Absence/Discharge With Medication:

- If Community staff is responsible for assisting with, or administering medications, a physician’s order must be obtained for a family member or other responsible person to administer medication to the Resident during a leave of absence or after a move-out from the Community.

- Send the entire bubble pack with the Resident’s family or other responsible person.

- Photo copy the bubble pack and have resident or family member sign copy.

- The family member or Resident must be given written instructions (a copy of the MAR(s)) concerning use of the medication(s) during the leave of absence or after discharge from the Community, following the steps outlined below:
  
  - Make two (2) copies of the MAR record(s);
  - Have the Resident’s family member or other responsible person sign a copy of the MAR(s), documenting the review and receipt of the medications.
  - Give the family member or responsible person a copy of the MAR(s) to document the administration of medication(s) during a leave of absence.

Disposal:

- All expired, deteriorated, discontinued or unwanted non-controlled medications in the Community shall be destroyed in a timely manner.
The Community will follow the contracted pharmacy policy and procedure for destruction and disposal of expired, deteriorated, discontinued or unwanted non-controlled medications, which may or may not include the ability to return.

RELATED POLICIES/REFERENCES
Self-Administration of Medication Policy
Medication Assistance Training Manual

FORMS
MARs (Medication Administration Record)