


CHAPTER Health/Medical	CHAPTER 03	SECTION 001	SUBJECT 10
SECTION Drugs and Medication		DESCRIPTION Medication Administration and Assistance with Self-Administration	
WRITTEN BY Doris L. Bryant, B.S.N. Agency Nurse	REVISED BY Brooke Sankiewicz, LMSW, CADC, Adult Clinical Director	AUTHORIZED BY  Lauren Emmons, ACSW, CEO	

APPLICATION:

<input checked="" type="checkbox"/> CMH Staff	<input type="checkbox"/> Board Members	<input checked="" type="checkbox"/> Provider Network	<input checked="" type="checkbox"/> Employment Services Providers
<input type="checkbox"/> Employment Services Provider Agencies	<input checked="" type="checkbox"/> Independent Contractors	<input type="checkbox"/> Students	<input checked="" type="checkbox"/> Interns
<input type="checkbox"/> Volunteers	<input checked="" type="checkbox"/> Persons Served		

POLICY:

Lapeer County Community Mental Health (LCCMH) staff trained in medication administration may assist a person served in the administration or self-administration of the medication.

STANDARDS:

- A. A licensed prescriber must order medications to be given during LCCMH program hours.
- B. LCCMH may control the medications for use in programs as outlined in the Psychotropic Medications Policy 03.001.20.
- C. Trained staff carry out the administration of medications to persons served who are unable to self-administer.
- D. Initial medication training is provided by an agency nurse using The Michigan Department of Licensing and Regulatory Affairs State Approved Curriculum for Direct Care Staff

CHAPTER Health/Medical	CHAPTER 03	SECTION 001	SUBJECT 10
SECTION Drugs and Medication		DESCRIPTION Medication Administration and Assistance with Self-Administration	

- E. An agency nurse provides an annual medication administration refresher for staff who administer medications.
- F. Questions and concerns regarding medication administration must be directed to the agency RN.
- G. Staff direct questions or concerns regarding a specific medication issue to the prescriber's office responsible for ordering the particular medication.
- H. Persons served who participate in LCCMH programs, and whose interdisciplinary team has determined they are sufficiently capable to self-administer their medication, receive oversight assistance from trained staff. Trained staff are provided education regarding person served medications (including, but not limited to: rationale for need, necessary lab monitoring, and side effects).
- I. To avoid medication errors, no improperly labeled prescription medications are administered to persons served participating in LCCMH programs. Only prescription medications in currently dated bottles with the name of the prescriber, medication, dosage, instructions (route, time, etc.), and name of the person served clearly indicated may be administered.
- J. Any prescribed or over-the-counter (OTC) or alternative medications given must be accompanied by a written order from a prescriber.
- K. Staff must follow written Medication Administration Procedures and Guidelines for safe handling of medications.
- L. For medications provided on community outings during program hours, staff must follow the Medication Administration Procedure and Guidelines located in the medication area.
- M. Staff must follow medication disposal procedures. See Medication Disposal Policy 03.001.40

CHAPTER Health/Medical	CHAPTER 03	SECTION 001	SUBJECT 10
SECTION Drugs and Medication		DESCRIPTION Medication Administration and Assistance with Self-Administration	

N. A Medication Inventory and Administration Log is kept for each person served with all medications listed for medication reconciliation.

PROCEDURES:

- A. Medications are secured under lock and key. An on-site agency nurse oversees the process or the program supervisor if the location does not have an on-site nurse. See Policy 03.001.20
- B. Medication dosage and instructions conflicting with the most current prescriber's order (e.g., alternate directions from parents or AFC provider) are not accepted.
- C. In the event of a medication change, the medication in question is not administered until an appropriate order is obtained from the prescriber.
- D. Trained staff administer, or assist in administering, medication utilizing the Medication Administration Procedure and Guidelines located in the medication area.

DEFINITIONS:

Licensed Prescriber: A physician, physician's assistant, nurse practitioner, dentist, nurse or other person legally able to prescribe medications under the Public Health Code in the State of Michigan.

Medication Control: the process of physically controlling, storing, transporting and disposing of medication, including those self-administered by the person served.

Medication Administration: the preparing and giving of prescription and nonprescription medications by authorized and trained personnel to the person served.

Self-Administration: the application of a medication (whether by oral ingestion, injection, inhalation, or other means) by the person served to the individual's own body.

REFERENCES:

Medication Administration Procedures and Guidelines
Public Health Code (Excerpt) Sec. 17708 (2)
Policy 03.001.20 – Psychotropic Medications

CHAPTER Health/Medical	CHAPTER 03	SECTION 001	SUBJECT 10
SECTION Drugs and Medication		DESCRIPTION Medication Administration and Assistance with Self-Administration	

Policy 03.001.40 – Medication Disposal

BS:lr

This policy supersedes
#05/09013 dated 05/28/2009.
