

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 Lisa Ruddy, MPH, QI Supervisor	AUTHORIZED BY Brooke Sankiewicz, LMSW, CADC, 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) trained staff administers medication or assists with self-administration of medication as directed by a licensed prescriber.

STANDARDS:

- A. A prescriber’s order is required for all prescription and over the counter (OTC) medication administered.
- B. LCCMH controls medication as outlined in LCCMH Policy 03.001.20 Psychotropic Medication.
- C. Only trained staff administer medication to persons served who are unable to self-administer or oversee self-administration by persons served determined capable by their treatment team.

PROCEDURES:

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

- A. All clinical staff are trained in medication administration and assistance with self-administration upon hire and annually by an agency nurse or qualified health professional.
- B. Staff receive training regarding:
 - 1. Rationale for medication
 - 2. Necessary lab monitoring
 - 3. Side effects
- C. Questions or concerns regarding medication administration are directed to an agency nurse.
- D. Questions or concerns regarding a specific medication are directed to the prescriber's office responsible for ordering the medication.
- E. The prescriber's order must be added to the electronic health record (EHR) prior to administration.
- F. If the medication order changes, the new medication is not administered until an updated order is received.
- G. Medication instructions conflicting with current prescriber's order (e.g. from guardians or residential providers) are not accepted.
- H. Medication must be:
 - 1. Properly labeled with the prescriber's name, medication name, dosage, route, time, and the person served's name.
 - 2. Secured under lock and key.

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

- I. Medication administration is overseen by an onsite agency nurse or program supervisor when a nurse is not available. See LCCMH Policy 03.001.20 Psychotropic Medication.
- J. Staff follow the Medication Administration Procedures and Guidelines for administration and assistance with self-administration onsite and during offsite outings.
- K. LCCMH Form #304 Medication Treatment Record is maintained for each person served with all medication listed for medication reconciliation.
- L. Surplus medication at transition or discharge is given to person served or guardian and documented using LCCMH Form #428 Medication Exchange.
- M. Medication disposal procedures are followed per LCCMH Policy 03.001.40 Medication Disposal.

DEFINITIONS:

Licensed Prescriber: A physician, physician’s assistant, nurse practitioner, dentist, nurse, or other person legally able to prescribe medication 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 medication by authorized and trained personnel to the person served.

Medication Reconciliation: the process of identifying the most accurate list of all medication that the patient is taking, including name, dosage, frequency, and route, by comparing the medical record to an external list of medication obtained from a patient, hospital, or other provider.

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

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

REFERENCES:

Medication Administration Procedures and Guidelines
Public Health Code (Excerpt) Sec. 17708 (2)
LCCMH Policy 03.001.20 Psychotropic Medication
LCCMH Policy 03.001.40 Medication Disposal
LCCMH Form #428 Medication Exchange
LCCMH Form #304 Medication Treatment Record

LR

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