LAPEER COUNTY COMMUNITY MENTAL HEALTH **Date Issued** 05/28/09
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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** Jacklyn Shillinger, QI Coordinator & Leann Daniels, RN, Nursing Supervisor	**AUTHORIZED BY** Brooke Sankiewicz, LMSW, CADC, CEO	

APPLICATION:

☒CMH Staff	☐Board Members	☒Provider Network	☒Employment Services Providers
☐Employment Services Provider Agencies	☒Independent Contractors	☐Students	☒Interns
☐Volunteers	☒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:

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. Necessity of lab monitoring

    3. Side effects

    4. Medication administration

    5. Documentation

C. Questions or concerns regarding medication administration are encouraged and 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 LCCMH prescriber's order must be added to the electronic health record (EHR) prior to administration. All medications prescribed by healthcare providers outside of LCCMH must also have an active order 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.

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.

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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

JS/LD

Supersedes: #05/09013 dated 05/28/2009