

MEDICATION ADMINISTRATION

POLICY

(Ref. 10 CCR 2505-10 8.609)

Metro Support Services, Inc. (MSS) provides supports to individuals receiving services; in the use of prescription and non-prescription medications which simultaneously protect the health and safety of individuals receiving services.

MSS's procedures for the appropriate procurement, storage, distribution and disposal of medications include;

- All drugs are stored under proper conditions of temperature, light, and with regard for safety;
- Discontinued drugs, outdated drugs, and drug containers with worn, illegible, or missing label will be promptly disposed of in a safe manner;
- A record will be maintained of missing, destroyed or contaminated medications;
- No prescription or medication will be administered without a written order by a licensed physician or dentist or a verbal order which has been taken by the agency nurse.
- The drug regime of each individual receiving services on prescription medication will be reviewed and evaluated by a licensed physician semi-annually, or more frequently if recommended by the physician or required by law;
- Refusals to take medications by an individual receiving services and drug reactions will be recorded **on the Individual's MAR and the Agency Nurse will be notified immediately. Ongoing refusals to take medications will be addressed by the individual's physician and documented in an Incident Report/GER, as determined by the Agency Nurse or Agency Director.**
- **Providers may give medications outside of the hour window if the Client is on an activity and not available at the scheduled medication time. Example would be if client is at a dance or recreational activity. Documentation should be completed on the electronic MAR when medication is given. The Agency Nurse should be notified prior to administration of the medication/medications.**
- **If the Internet is not accessible 24 hours or more, all documentation, including the EMAR, must be completed on paper documents for that time period. Documentation can be completed on the EMAR, when Internet is available, by using the Detail Mode and an explanation written in the comment section.**

Decisions concerning the type and level of supports provided are based on the abilities and needs of the individual receiving services as determined by assessment. Colorado law defines

administration as "assisting a person in the ingestion, application, inhalation, or, using universal precautions, rectal or vaginal insertion of medication, including prescription drugs, according to the legibly written or printed directions of the attending physician or other authorized practitioner or as written on the prescription label and making a written record thereof with regard to each medication administered, including the time and amount taken, but administration does not include judgement, evaluation, or assessments of injections of medication, the monitoring of medication, or the self-administration of medication, including prescription drugs and including the self-injection of medication by the individual." If an individual needs assistance in administering medication, the following will be in place:

- The Individual Plan (IP) team has recommended that the individual be assisted with taking medications;
- There is a written training program, if appropriate, in place to teach the individual some aspect of self-administration of his/her medications if the IDT has prioritized self-administration as a goal;
- A medication record must be kept to document that the individual has taken the medication;
- Physician's orders will be obtained for over-the-counter medications.

Colorado law defines monitoring as "reminding the resident to take medication or medications at the time ordered by the physician or other authorized practitioner; handing an individual a container or package of medication lawfully labeled previously for the individual by a licensed physician or other authorized licensed practitioner; visual observation of the individual to ensure compliance; making a written record of the individual's compliance with regard to each medication, including the time taken notification to the physician or other practitioner if the individual refuses to or is not able to comply with the physician's or other practitioner's instructions with regard to the medication."

If an individual needs monitoring of medications while working toward self-administration of medications, the following will be in place:

- The IP team recommends that the individual be monitored when taking medications;
- A written ISSP is in place for the individual until they have shown that they can independently administer their own medication (e.g., working on cues for 'time' or working on reordering medication);
- A medication record must be kept to document that the individual has taken the medication;
- Physician's orders are obtained for over-the-counter medications.

Colorado law defines self-administration as "the ability of a person to take medication independently without any assistance from another person". If an individual self-administers medication, the following will be in place:

- IP team must recommend that the individual is independent in self-administering medications;
- The agency nurse will monitor at a minimum of quarterly to determine that medications are being taken properly. This will be accomplished through an interview with the person being served as well as the Host Home Provider. The agency nurse will also closely monitor lab results and symptoms that are associated with existing diagnoses.

Following are the Metro Support Services policies and procedures specific to use of medication reminder boxes (MRB):

Only qualified medication administration persons may administer or monitor administration of medications from a medication reminder box (MRB).

Qualified medication administration persons may not prepare (fill and label) medication reminder boxes (MRB). Filling and labelling of medication reminder boxes can occur only after being specifically trained to do so and only when overseen by the MSS Agency Nurse.

Persons receiving services that are independent in the administration of medication and have received training or are receiving training (e.g., ISSP) from a qualified staff in filling the medication reminder box may prepare their own MRB.

MRB may not be filled for more than two weeks at a time.

MRB must be labeled with the name of the individual, the name of each medication, the dosage, the quantity, the route of administration, and the time that each medication is to be administered.

Original medication containers as labeled by a pharmacist must be maintained at the person's home.

MRB cannot be used for PRN or "as needed" medications.

Medications in the MRB may only be used at the time specified on the medication reminder box.

Medications that must be administered according to special instructions such as “thirty minutes before meals” or “give before a dental appointment” may not be placed in a MRB.

If the physician or other authorized practitioner orders a change in an individual’s medication regime, the agency must discontinue the use of the MRB until the designated qualified medication administration person, nurse, individual if independent has refilled the MRB according to the order change.

If the medications in the MRB are not consistent with the labeling or the written physician’s or other authorized practitioner’s orders, the qualified medication administration person must not proceed with the administration of medications from the MRB until the problem is solved. The Host Home Provider should not correct the discrepancy: a licensed person, qualified manger or the qualified medication administration person who filled the MRB should resolve any/all differences). Providers will need to follow agency procedures as to whom to contact for assistance. In addition, the agency nurse will ensure that the person receives his or her medications during the time it takes to resolve any issues with the use of a MRB. When the problem is resolved and the medications are correctly assigned to the compartments of the MRB, the qualified medication administration person may resume the administration from the MRB. All medication problems must be resolved prior to the next administration.

A medication administration record (MAR) is required for recording all medication administrations from the MRB. The MAR must contain all of the appropriate information and all general guidelines for medication administration apply.

All staff and providers, not otherwise authorized by law to administer medication, who assist and/or monitor individuals receiving services in the administration of medications will pass a competency evaluation approved by the Colorado Department of Human Services. This competency evaluation will be completed at North Metro Community Services or by the MSS Agency Nurse.