

NORTH COUNTRY COMMUNITY MENTAL HEALTH ADMINISTRATIVE MANUAL

CHAPTER: Seven – Health Services
SECTION: Two - Medications
PROCEDURE NAME: MEDICATION ADMINISTRATION IN DAY PROGRAMS
EFFECTIVE DATE: May 1, 2017

PURPOSE

To ensure safe and appropriate distribution of medication when it is necessary that medications be given in the day program.

APPLICATION

North Country Community Mental Health Day Programs directly operated or under contract.

PROCEDURE

PROPER CONTAINER - PROPER LABEL:

- All medications being sent into the day program must be filled by the pharmacy:
 - Every 30 days;
 - Labeled properly by the pharmacist;
 - Re-labeled, by the pharmacist, when changed or re-ordered;
 - Each medication is to be sent in individual bottle (not mixed);
 - A copy of current medication order, signed by the physician, for each medication must be in the program's medication book; and
 - In the event a medication is discontinued or changed, the home must provide a copy of the changed order signed by the physician, which will be placed in the medication book.
 - **RECOMMENDATION:** Try to arrange for medications to be given at home and omit as many as possible being sent to the day programs.

If these guidelines are not followed, staff have been informed not to give the medication and it will be the provider or guardian's responsibility to administer the medications in the workshop setting. There will be **NO EXCEPTIONS**.

METHOD OF STORAGE:

- All medications will be in a locked container until time for dispensing by staff and clients approved for self-medications. For medications that require refrigeration, medications must be kept in a locked container and separated from food on a separate shelf or in a separate refrigerator.
- Medications that are controlled must be kept in a double locked container.

ADMINISTRATION AND DELIVERY

- Staff must successfully complete NCCMH approved medication administration training program before they can administer medications to clients. Staff must administer medications following the Five Rights, three check system as taught in NCCMH approved

medication administration training program. Staff giving medications must sign and complete Medication Sheet daily and retain in client record. Administration of controlled medications must be documented on the Medication Sheet as well as on the Controlled Substance Administration and Accountability Record.

- When medications are delivered, staff must complete Medication Record for each medication on each client, and then count the contents and record the count on the medication inventory record.
- Controlled medications must be counted daily by two staff and the count recorded on the Controlled Substance Administration and Inventory Record.
- NCCMH will supply provider with appropriate forms to comply with guidelines for administration.
- Staff will inform NCCMH nurse by phone and complete a Client Incident Report when any medication error occurs and/or the above guidelines are not followed.

DISPOSAL OF MEDICATIONS

- Unused medications will be returned to the consumer's family or home provider for disposal.
- Dropped or contaminated medications will be disposed of following NCCMH Medication Disposal Procedure and documented on the Disposal Log.

REFERENCE:

REVIEWED: September 22, 2022

REVISED: 04/01/03; 05/21/07; 11/05/09, March 23, 2017

APPROVED BY SIGNATURE:

<u>Charles Lapo</u> Medical Director	<u>5/11/2017</u> Date
<u>Christine Gebhard</u> Chief Executive Officer	<u>5/12/2017</u> Date
<u>Chanda Harwood</u> Director of Health Services	<u>9/22/2022</u> Date