

NORTH COUNTRY COMMUNITY MENTAL HEALTH ADMINISTRATIVE MANUAL

CHAPTER: Five – Member Rights
POLICY NAME: PSYCHOTROPIC AND OTHER MEDICATIONS
EFFECTIVE DATE: September 1, 2019

PURPOSE

To establish guidelines regarding the administration of psychotropic and other medications.

APPLICATION

All North Country Community Mental Health direct service programs and contracted direct service providers.

DEFINITION

Psychotropic Medication: any medication administered for the treatment or amelioration of disorders of thought, mood, or behavior.

POLICY

It is the policy of North Country Community Mental Health that psychotropic medications are prescribed only when clinically appropriate in the judgment of a qualified physician and are monitored as clinically appropriate. Psychotropic medications shall be administered by the physician or designated nurse consistent with the Medication Consent Procedure.

Use of Psychotropic Medications

1. Medication shall not be used as a punishment, for the convenience of staff, or as a substitute for other appropriate treatment.
2. Medication shall only be administered per physician's orders.
3. Before initiation of a course of psychotropic drug treatment for a recipient, the prescriber, or a licensed health professional acting under the delegated authority of the prescriber, shall do both of the following:
 - a. explain the specific risks and the most common adverse effects that have been associated with the drug(s); and
 - b. provide the individual with a written summary of the most common adverse effects associated with the drug(s).
4. The administration of a psychotropic medication shall be reviewed and evaluated on a regular basis by the physician as indicated in the recipient's Individual Plan of Service and based upon the recipient's clinical status.
5. Psychotropic medications shall not be administered unless the individual consents or unless administration is necessary to prevent physical injury to the individual or to others or there is a court order.
6. Initial administration of psychotropic chemotherapy may not be extended beyond 48 hours unless there is consent. A provider may administer chemotherapy to prevent physical harm or injury after signed documentation of the physician is placed in the resident's clinical record, and when the actions of a recipient or other objective criterion clearly demonstrate to a physician that the recipient poses a risk of harm to himself, herself, or others.
7. Administration and the safe termination of psychotropic medications will comply with established federal standards and the standards of the medical community and shall be as short as possible and at the lowest dosage possible that is therapeutically effective. The chemotherapy shall be terminated as soon as there is little likelihood that the recipient will pose a risk of harm to himself, herself, or others.

8. Documentation of medication administration will be developed by the provider and placed in the recipient's clinical record. Medication errors and adverse reactions to medications shall be reported immediately to the appropriate health care professional and documented in an Incident Report and in the recipient's clinical record.
9. If a recipient is unable to administer his or her medication the provider will ensure that medication is administered by, or under the supervision of, personnel who are qualified and trained in medication administration.

A provider shall ensure that only medication that is authorized in writing by a physician is given to recipients upon his or her leave or discharge from the providers program and that enough medication (at least 30 days for NCCMH prescriptions) is made available to ensure the recipient has an adequate supply until he or she can become established with another provider.

REFERENCE: Michigan Mental Health Code 330.1718, 330.1719
MDHHS Administrative Rule R330.7158

REVIEWED: 03/24/08; 05/30/10; 07/01/13; 07/06/15; 07/05/19

REVISED: 06/05/07; August 7, 2019

APPROVED BY SIGNATURE:

Christine Gebhard

Chief Executive Officer

08/16/2019

Date

Edward G. Ginop

NCCMH Board Chair

08/15/2019

Date