



Training Acknowledgment

Employee Name: Kavin Fletcher Policy/Procedure/Topic: Company Policy MM-001

Trained By: Ben Sowa-Green Date Trained: 04/23/2020

I acknowledge that I have received training on the above topic, along with supporting policies, forms and procedures.

I understand that it is my responsibility to adhere to the requirements of the training fully, and if I do not understand my responsibility or need clarification, I will seek immediate assistance from a Home Manager in order to act in accordance with state policy, procedures and company expectations.

I understand that this Training Acknowledgment will become part of my permanent employment record, and that failure to apply the principles I was taught in my training will result disciplinary action, up to and including my termination of employment for failure to follow company policy.

Kavin Fletcher
Employee Signature

04/23/2020
Date

[Signature]
Home Manager Signature

4/23/2020
Date

Copy to Employee
Copy to Employee Personnel File/HR



Medication Administration Policy

Policy: The Organization shall implement processes for administering medication to reduce variations, errors, and misuse.

Procedures:

1. The Organization shall provide a functionally separate area for medication preparation.
2. Medication shall be prepared for administration using clean techniques.
3. The Organization shall identify and determine the competence of the individuals who may administer medications. Prior to attending the classroom training, all participants must complete tour of the medication room during orientation with a designated staff so they gain an understanding of what the medication room looks like in the home they will be assigned to. They may not touch anything or be left unattended in the medication room. They are only to observe. They will then attend a four-hour training conducted by Beacon trainers. Additionally, they must attend a hands-on training where they will participate in mock passes with test client bubbles passes. Upon completion of this they will be allowed to participate in passing actual client medications. Successful completion of the initial Designated Medication Administration (DMA) in a classroom setting, 5 in-services, and evaluation (these certificates/trainings must be kept in the personnel file), must be achieved prior to administering medications. This training must be performed by a certified trainer (certification of the trainer must be in personnel file). An annual evaluation should also be performed on each DMA (these should be kept in the personnel file).
4. All medications shall be administered according to the 6 Rights process. Prior to administration, medications shall be visually inspected for particles, discoloration, or loss of integrity, as well as expiration dates.
5. Multi-use vials may be administered per CDC guidelines. Vials shall be discarded when they are empty, when suspected or visible contamination occurs, or when the manufacturer's stated expiration date is reached. All vials must be labeled with the expiration date (28 days from date it was opened) and staff initials with a permanent marker. Do not mark the box with the expiration date.
6. Over the Counter (OTC) medications shall be administered according to the signed OTC form. These forms must be signed by the designated primary care provider prior to administering the medications on the form. This form needs to be updated annually.
7. Residents with known drug allergies must have their allergies notated on the medical conditions section on the face sheet in the electronic resident record.
8. If a Resident has an adverse reaction to a medication the staff should contact the medical department and/or if it is after hours they are to contact the organizations medical on call staff immediately. Instructions will be given by the medical personnel and the appropriate instructions and care shall be followed by the staff under their direction. After the Resident has been attended to they would also need to notify the Home Manager and complete an IR/ER.



Medication Administration Policy

9. Staff needs to be aware of medication indications and uses, as well as side effects. Staff will be prepared to educate residents. Staff may be required to refer to specific websites chosen by the organization for this information.
10. If you find a discrepancy between the pharmacy label and medication record, consult the medical department or the on-Call for clarification, prior to administration.
11. If a medication error is made, notify the medical department or the on-call. Staff will follow the policy and procedure for medication errors.
12. We encourage and educate Residents about maintaining their medication regimen. We respect a Resident's right to refuse. Refusals are documented and physicians are notified according to our medication refusal procedure.
13. For administration of injections medical staff should follow the prescription and right route of administration and document according to the injection protocols. A nurse note shall be created. For other injections drawn or administered by DMA staff, staff should follow the prescription and right route of administration and document according to the injection protocols. This should be documented in the electronic medication administration record. All residents are encouraged to inject their insulin once the correct dose is drawn up by the DMA staff. (See Insulin Protocol)
14. Beacon Specialized Living does not administer medications rectally.
15. All prescription PRN's administered to a Resident will end when indicated by the prescriber. When a medication is written for an acute medical condition and has not been administered for 30 days, the medication shall be discontinued. If a controlled substance is prescribed as a PRN, the reason for the PRN shall be noted on the prescription.
16. Nutritional supplements shall be stored at room temperature and discarded after opened or expired.
17. Self-administration of medication may occur within specified programs and approved circumstances.
18. The contents of the Eye Wash solutions at the Eye Wash Stations shall be completely used for each emergency and the empty container discarded. Discard when and if it is expired.
19. If prescription patches are prescribed, staff shall follow the instructions and date, date needed change, and initial the patch when it is applied to the area prescribed. Remember to follow any specific policies/procedures in place for specific patches, i.e. nicotine, nitro, etc.
20. For controlled substances, there should only be one count sheet for each medication of the same strength with the exception of medications prescribed PRN.
21. All medications shall be popped from the bubble packs beginning at the top and working towards the bottom (30 total; high to low). Staff **WILL NOT** initial or date the bubble packs