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| Medication Administration Monitoring & Management Procedures, version 4.0 | | |
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Medication Administration Monitoring & Management Procedures

Purpose

The recommended policies and procedures as reviewed and approved by the Lifeworks Health Consultant are located in the Health and Safety Manual book at each program location and the Administration office. They give general guidance to administering, monitoring and managing person served medications and are referenced in this document. Lifeworks created these procedures to address specific areas that require more individualized detail.

Failure to follow procedures may compromise the health and safety of Lifeworks person served s.

Background

Trained Lifeworks medication administrators must administer, monitor and manage person served medications in compliance with licensing and accreditation requirements, as well as the recommended policies and procedures as reviewed and approved by the Lifeworks Health Consultant.

All procedures detailed within this document that reference a **“Section Procedure”** are referring to that specific section or procedure listed in the **Medication and Health Care Policy and Procedure Manual** in the **Health & Safety Manual book or on-line**.

Procedure

Medication Area Standard

It is expected that the area where person served medication is stored, secured, and set up is organized (everything is labeled and properly placed) and clean (free of clutter, dust and trash). This includes med cart and med cabinets/area.

1. Medications will be locked in a secured location. Dedicated medication cabinets (or cabinets in the medication area) are to be organized and labeled accordingly.

2. Each person served has a labeled bin for their specific medications to be stored and locked.
3. The medication cart must to be locked at all times when medications are present.
4. The medication cart is organized according to the posting in the medication book specific to program location.
5. If medications need to be refrigerated, See Section **C- General Medication Procedures** Health Counseling document

Daily Med Person Responsibilities

There will be **one** employee designated to pass all daily medications at a program location. Daily responsibilities may include, but are not limited to, the following:

1. Complete the Daily Med Passer Responsibility Checklist
2. Check-in medications and/or supplies received from family or group home.
3. Set up and administer medications, treatments and health procedures/plans.
4. Document in required areas.
5. Check medications and supplies to ensure at least ten days worth.
6. Reordering person served medications from family or group home.
7. Clean, disinfect and organize the medication area and cart.

Monthly Med Person Responsibilities

There will be **one** employee designated to be responsible for completing the Monthly Med Responsibilities Checklist each month at a program location. Monthly responsibilities may include, but are not limited to, the following:

1. Complete the Monthly Med Responsibility Checklist
2. Update person served Medication and Treatment cards.
 - a. Medication Documentation sheets must be kept through licensing period.
3. Update the Medication and Treatment Checklist.
4. Check PRN medications for expirations.
5. Check medications and supplies to ensure at least ten days worth.
6. Reorder person served medications from family or group home.

Medication Set Up, Administration, and Documentation

Set-up Procedure

1. Lifeworks requires that only one employee, the designated Daily Med Passer, set-up the medications unless person served s have topical medications.
 - a. All medications that are set up must be put in the identified bin of the corresponding person served , in the locked med cart or cabinet.

- Medications must be administered immediately after being set up to reduce the chance of error.
- b. Liquid medication can not be set up ahead of time, this is to be completed when it is time to administer the medication.
 - c. Medications that require crushing or mixing can not be crushed or mixed ahead of time, this is to be completed when it is time to administer the medication.
 - d. If the Med Passer is leaving the center and is unable to administer the set-up medications: The Med Passer will assign another employee to Daily Med Passer and update the Whiteboard to reflect the employee change or communicate to their supervisor (or delegate) the need to reassign the Med Passer duties.
2. All medications that are to be administered in another environment (job site, community outing, etc.) should be packaged in envelopes and documented appropriately by the person who will be administering them. (See Section Health Counseling C-General Medication Procedures)
 3. Lifeworks Health Consultant does allow non-medication administration certified subs, temporary employees or new employees to administer topical medications if the following items are completed:
 - a. The employee has read the person served's Support Plan Addendum.
 - b. The employee has been approved after completing the Topical Medication Training that includes a demonstrated skill.
 4. Lifeworks does not administer medication during transportation. If prn medication is needed, and the person served has it with him or her, drivers will call EMT's who will administer the medication.
 5. If a medication or treatment error occurs by a non-medication administration certified employee, the employee will need to follow the medication and treatment error procedure and be verbally retrained by Lifeworks Health Consultant or by designated supervisor/employee.

See Section C- Health Counseling procedure **Medication Administration**

See Section B- Health Counseling procedure **Medication Documentation**

See Section D- Health Counseling procedure **Medication and Treatment Errors**

Medication and Treatment Error

See Section D- Health Counseling procedure **Medication and Treatment Errors.**

Contact the Lifeworks Health Consultant (contact details are posted on your facility Bulletin board).

1. Fill out a **Medication/Treatment Error Incident Report** in CRM, the individual person served's contact record, Incident Tracking.

2. **Notify** your supervisor of the incident.

Doctor's Orders

All prescribed medications administered by Lifeworks employee require a current doctor's order. Medication to be administered by Lifeworks must be sent in a labeled container from the pharmacy with a copy of the doctor's order. This must also happen when a new medication is added during the year.

1. Lifeworks employee receives an updated or new medication and/or doctor's orders.
 - a. If Lifeworks employee notices a missing doctor's or standing order, check the person served 's medication profile, file and standing orders documentation;
 - b. If still missing, employee will contact the residential employee or guardian to request a missing doctor's or standing order prior to administering the medication/treatment.
 - c. If Lifeworks employee have questions or concerns regarding the doctor's order, employee will contact the residential employee or guardian for clarification. They may also ask their supervisor or the Lifeworks Health Consultant for assistance.
2. Lifeworks employee adds the new medication to the person served 's current medication and treatment card
3. Lifeworks employee give the doctor's orders to the assigned designated employee. The designated employee updates the online Medication Profile as soon as possible.
4. All doctor's and standing orders must be kept in the person served 's file until the medication is discontinued or modified.
5. If a medication is discontinued or modified, the previous doctor's order should be filed in the person served 's record.

Receiving, Returning and Reordering Medications and Supplies

See Section C- Health Counseling Procedure **Medication Procedures**.

1. All medications and medical supplies transferred to Lifeworks must be documented on the Medication and Supply Contact Log located in the Medication book.
2. Lifeworks employee administering person served medications and medical procedures must ensure an adequate supply is available.
 - a. When there is a 10 day supply of the medication/supply left, the Lifeworks employee will contact the appropriate IDT member to request a refill/reorder.

- b. Document this request on the Medication and Supply Contact Log located in the Medication Book.
3. All medications and medical supplies transferred to Lifeworks must be done in a safe manner.
 - a. It is desired by Lifeworks that the sender notify Lifeworks employee prior to or on the day of the medication/supply transfer in person, by phone, email, by note, or written in the person served 's communication book.
 - b. Lifeworks prefers that the medications/supplies be transferred from the sender to a Lifeworks employee, unless the person served has a plan for self-administering.
4. All medication and medical supplies received by Lifeworks employee must be checked-in on the Medication and Supply Contact Log.
 - a. Double check that the Medication Card and the label on the medication match.
 - i. If not, contact the appropriate IDT member for clarification.
 - ii. If it is a new medication/supply or currently not listed on the Med Card, see the section on Doctor's Orders.
 - b. Document on the Medication and Supply Contact Log.
 - c. Store the medication per site storage procedures.

Medication Destruction

See Section C- Health Counseling Procedure **Medication Procedures**.

1. If Lifeworks has medications that must be destroyed:
 - a. Package the medication as you would to send them off site.
 - b. Write DESTROY on the package.
 - c. Send home with the person served and document on the Medication and Supply Contact Log.

If the medications can not be sent home for destruction, ONLY the Lifeworks Health Consultant can destroy medication.

2. If Lifeworks can not send the medication home for destruction:
 - a. Package the medication as you would to send them off site.
 - b. Write DESTROY on the package.
 - c. Store the DESTROY medication in the predetermined destruction location, away from the other medications.
 - d. Notify the Lifeworks Health Consultant.

Please see the **Health & Safety Manual** for further details and more procedures for administering, monitoring and managing person served medications.

Separation Area Procedure

See Section K-Health Counseling procedure **Separation Procedures, Comfort Measures while in the Separation Area**

1. If a person served becomes ill, there needs to be an area where the person served can rest until they are able to be transported home.
2. The separation areas at Lifework program sites are:
 - a. Medication Area.
 - b. Any staff offices or designated office areas.
 - c. Multi-Sensory Environment room (if applicable).

Do not Intubate (DNI)/Do Not Resuscitate(DNR) and Polst

- Lifeworks must have a copy of the orders or they must give CPR
- Staff must show a copy to the Emergency Medical Service(EMS)
- Copies are kept in the med book
- Staff take the orders with them in the community
- Service Facilitators are responsible for ensuring Lifeworks has a updated copy if the person served is under state guardianship

Resources

- Health Counseling Services Medication & Health Care Policy & Procedure Manual
- Minnesota Statutes 245D
- Health & Safety Manual
- Online Health & Safety Manual
- Medication Administration Monitoring & Management Policy
- Medication Book
- Medication and Supply Contact Log form
- Medication and Treatment Cards
- Daily Medication and Treatment Checklist
- Daily Med Passer Responsibility Checklist
- Monthly Med Responsibility Checklist
- Medical Profile Authorizations
- Medical Profile Signature Page form
- Med Cart Posting
- Topical Medication Training form

Version History

| Version | Modified Date | Approved Date | Author | Reason/Comments |
|---------|---------------|---------------|-------------|---|
| 3 | 7/21/2022 | 7/21/2022 | Andrea Lang | Updated form and updated CSSPA to Support Plan Addendum |
| 4 | 7/19/2023 | 7/19/2023 | Andrea Lang | Updated Health Counseling ing document names |
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