



Medication Administration Monitoring & Management Policy

Purpose

This policy is a supplement to address specific areas that require more individualized detail to the procedures provided by the Lifeworks Health Consultant and to meet licensing and accreditation requirements for medication administration, monitoring and management.

Scope

The policy applies to all Lifeworks employees with job duties to monitor or administer client medications and have completed the Medication Administration certification training as well as the Observed Skills Assessment. Employees classified as subs, temporary or drivers may not be required to complete the Medication Administration certification training or the Observed Skills Assessment and have a limited role in the policies and procedures of Medication Administration.

Policy

Lifeworks has adopted a policy to administer, monitor and manage client medications in compliance with licensing and accreditation requirements.

Lifeworks utilizes the individual's Support Plan Addendum and Medical Authorizations, and Acknowledgements form to clarify Lifeworks responsibilities related to medications for individual's receiving 245D Intensive or Basic Support Services.

Rights & Responsibilities

Lifeworks Health Consultants must review and approve all Lifeworks Medication and Health Care Policies and Procedures annually.

All Lifeworks employees must comply with this policy and all corresponding processes and procedures.

Failure to comply with this policy will result in disciplinary actions as detailed in the Disciplinary Action Policy.



Resources

- Health Counseling Services Medication and Health Care Policy and Procedure Manual
- Health & Safety Manual
- On-line Health & Safety Manual
- Medication Administration, Monitoring and Management Procedures
- Minnesota Statute 245D
- Medical Authorizations and Acknowledgements
- Support Plan Addendum (SPA)

Version History

Version	Modified Date	Approved Date	Author	Reason/Comments
3	7/21/2022	7/21/2022	Andrea Lang	Updated CSSPA to Support Plan Addendum; Template update
4	4/21/2025	4/21/2025	Julie Windisch	Clarified services, template updated