

Policy:

It is the policy of Thrive Behavioral Network, LLC Inpatient/Residential programs to provide safe medication setup, assistance and administration:

- using procedures established in consultation with a registered nurse, nurse practitioner, physician's assistant or medical doctor; and
- by staff who have successfully completed medication administration training and orientation on Form 4008 before actually providing medication setup, assistance and administration.

For the purposes of this policy, medication assistance and administration include, but is not limited to:

1. Providing medication-related services for a person;
2. Medication setup;
3. Medication administration;
4. Medication storage and security;
5. Medication documentation and charting;
6. Verification of monitoring of effectiveness of systems to ensure safe medication handling and administration;
7. Coordination of medication refills;
8. Handling changes to prescriptions and implementation of those changes;
9. Communicating with the pharmacy; or
10. Coordination and communication with the prescriber.

Definitions

For the purposes of this policy the following terms have the meaning given in section:

- **medication** – a prescription drug or over-the-counter drug and includes dietary supplements
- **medication administration** – following the procedures in section III. of this policy to ensure that a person takes his or her medications and treatments as prescribed
- **medication assistance** – medication assistance is provided in a manner that to enables the person to self-administer medication or treatment when the person is capable of directing the person's own care, or when the person's legal representative is present and able to direct care for the person
- **medication setup** – arranging medications according to the instructions provided by the pharmacy, prescriber or licensed nurse, for later administration
- **over-the-counter drug** – a drug that is not required by federal law to bear the statement "Caution: Federal law prohibits dispensing without prescription."

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- **prescriber** – a person who is authorized under section 148.235; 151.01, subdivision 23; or 151.37 to prescribe drugs
- **prescriber's order and written instructions** – the current prescription order or written instructions from the prescriber. Either the prescription label or the prescriber's written or electronically recorded order for the prescription is sufficient to constitute written instructions from the prescriber
- **prescription drug** – the meaning given in section 151.01, subdivision 16
- **psychotropic medication** – any medication prescribed to treat the symptoms of mental illness that affect thought processes, mood, sleep, or behavior. The major classes of psychotropic medication are antipsychotic (neuroleptic), antidepressant, antianxiety, mood stabilizers, anticonvulsants, and stimulants and nonstimulants for the treatment of attention deficit/hyperactivity disorder. Other miscellaneous medications are considered to be a psychotropic medication when they are specifically prescribed to treat a mental illness or to control or alter behavior.

Procedure:

409.10 Medication Setup

When the program is responsible for medication setup staff must document the following in the person's medication administration record:

1. Dates of set-up;
2. Name of medication;
3. Quantity of dose;
4. Times to be administered; and
5. Route of administration at time of set-up.
6. When the person receiving services will be away from home, the staff must document to whom the medications were given.

409.20 The Rights of Medication Administration

When preparing to administer medications there are procedures to follow, we will detail these below. To help eliminate an error in medication administration you must follow the 6 Rights of Medication Administration:

1. **STEP ONE - Right Patient**: When a client/patient/guest is due for their medication, either by your prompting or by them coming to you, you must first accurately identify who the person is. Ask the person their last name and date of birth, then find that person in the MAR. Once the person has been positively identified, then you will find their medications.
2. **STEP TWO - Right Time**: You will review the MAR, and find the appropriate time for the medications that are to be given. (AM, NOON, PM, HS or PRN). You will compare the time listed on the MAR for each medication package instructions. On each package of medication, the clients name will be present. Again, you will positively identify the clients name and ensure it belongs to the client you are preparing to give medications to.
3. **STEP THREE - Right Drug**: You will read each medication name listed for the given time in the MAR and compare it to the medication package (example: METOPROLOL). Some medication

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names are similar (example: METOPROLOL, METOLAZONE) and it is CRITICAL that you positively identify that you have the correct medication in hand.

4. **STEP FOUR - Right Dose:** You will compare the dosage listed in the MAR for each medication scheduled at the time you are preparing the medications. It is very important the read the dose of each medication listed in the MAR at the given time you are preparing medications, and compare them to the dosage listed on the medication package. (example: METOPROLOL 50MG). The reasoning for this is, because sometimes a person can get the same medication at multiple times per day, BUT at different doses. (example: METOPROLOL 50MG AM, METOPROLOL 25MG HS). Giving the wrong dosage can result in either too high or too low of a dosage for the client.
5. **STEP FIVE - Right Route:** You will ensure that you understand the direction of the medication in the MAR and give it accordingly. The route of the medication, is the method of getting the medication into the body. (example: by mouth, by inhalation route, by nasal route, by subcutaneous injection, etc). Different medications can be taken by different route, this will determine the method used to administer it. This can be very important as well. While a vast majority of medications you will handle are taken orally (or by mouth), there are some medications that will be taken differently.
6. **STEP SIX - Right Documentation:** You will ensure that the client medications are documented correctly to ensure there is a record of the medication to prevent a second dose of the medication from being given. Right documentation: It is very important to document each medication accurately, according to how your MAR is set up by your facility RN. The key features are to note, the time the medication was given, whether the client refused a medication.

409.30 Medication Assistance and Administration

When the program is responsible for medication assistance and administration staff may:

1. Bring to the person and open a container of previously set up medications;
2. Empty the container into the person's hand;
3. Open and give the medications in the original container to the person;
4. Bring to the person liquids or food to accompany the medication; and
5. Provide reminders, in person, remotely, or through programming devices such as telephones, alarms, or medication boxes, to take regularly scheduled medication or perform regularly scheduled treatments and exercises.
6. Information on the current prescription label or the prescriber's current written or electronically recorded order or prescription that includes the person's name, description of the medication or treatment to be provided, and the frequency and other information needed to safely and correctly administer the medication or treatment to ensure effectiveness;
7. Information on any risks or other side effects that are reasonable to expect, and any contraindications to its use. This information must be readily available to all staff administering the medication;
8. The possible consequences if the medication or treatment is not taken or administered as directed;
9. Instruction on when and to whom to report the following:

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- a. if a dose of medication is not administered or treatment is not performed as prescribed, whether by error by the staff or the person or by refusal by the person; and
- b. the occurrence of possible adverse reactions to the medication or treatment.

10. Staff must complete the following when responsible for medication administration:

- a. Check the person's medication administration record (MAR);
- b. Prepare the medications as necessary;
- c. Administer the medication or treatment the person according to the prescriber's order;
- d. Document in the MAR:
 - i. the administration of the medication or treatment or the reason for not administering the medication or treatment;
 - ii. notation of any occurrence of a dose of medication not being administered or treatment not performed as prescribed, whether by error by the staff or the person or by refusal by the person, or of adverse reactions, and when and to whom the report was made; and
 - iii. notation of when a medication or treatment is started, administered, changed, or discontinued;
- e. Report any concerns about the medication or treatment, including side effects, effectiveness, or a pattern of the person refusing to take the medication or treatment as prescribed, to the prescriber or a nurse; and
- f. Adverse reactions must be immediately reported to the prescriber or a nurse.

409.40 Injectable Medications

The program may administer injectable medications according to a prescriber's order and written instructions when one of the following conditions has been met:

1. The program's registered nurse or licensed practical nurse will administer injections; or
2. There is an agreement signed by the program, the prescriber and the person or the person's legal representative identifying which injectable medication may be given, when, and how and that the prescriber must retain responsibility for the program administering the injection. A copy of the agreement must be maintained in the person's record.
3. Unlicensed staff will not be allowed to administer any injectable medication unless prior approved and trained by facility Registered Nurse.

Only licensed health professionals are allowed to administer psychotropic medications by injection

409.50 Staff Training

1. Unlicensed staff may administer medications only after successful completion of a medication administration training using a training curriculum developed by a registered nurse, clinical nurse specialist in psychiatric and mental health nursing, certified nurse practitioner,

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- physician's assistant, or physician. The training curriculum must incorporate an observed skill assessment conducted by the trainer to ensure staff demonstrate the ability to safely and correctly follow medication procedures.
2. Staff must review and receive instruction on individual medication administration procedures established for each person when assigned responsibility for medication administration.
 3. Unlicensed staff may administer injectable medications only when the necessary training has been provided by a registered nurse. See Policy 409.40.
 4. Medication administration must be taught by a registered nurse, clinical nurse specialist, certified nurse practitioner, physician's assistant, or physician.
 5. All unlicensed staff must complete Form 4008 – Medication Orientation Checklist.