

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: PEOPLE SUPPORTED INFORMATION**

<b>SUBMITTED BY:</b> Staff Medication Committee	<b>DATE SUBMITTED:</b> 10/89	<b>SECTION:</b> Medical	
<b>BOARD APPROVED ON:</b> 12/89	<b>DATE REVISED:</b> 10/19/16, 09/19/18	<b>SUBJECT:</b> Administration of Medication	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 10/19/16, 09/19/18, 09/09/2020		<b>POLICY #:</b> IF-001	<b>PAGE #:</b> 1 of 6

**I. APPLICATION**

The provision shall apply to all programs operated by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the policy of all organizational programs to ensure accurate and safe administration of all medications to the individuals supported by BWDH by qualified employees.

**III. DEFINITIONS**

**Medication Administration Record:** (MAR) Form used to facilitate documentation of each medication or treatment administered.

**Medications:** A drug used in the treatment or prevention of a disease or relief of pain, which includes prescription and over-the-counter drugs.

**Over the counter Medications:** Includes all drugs which can be purchase over the counter at a store and do not need to be prescribed by a person licensed to do so.

**Physician's Desk Reference:** (PDR) is a drug reference book published annually by Medical Economics with the cooperation of drug manufactures.

**Prescription Medications:** Includes all drugs which must be prescribe by a person licensed to do so.

**Pro Re Nata (translated "as needed"):** (PRN) Is and abbreviation sued to describe a period of time when a medication can be administered if ordered by a person licensed to do so.

**Qualified Employee:** An employee who has completed and passed Medication administration training set forth from Licensing and/or our contracting agencies. A curriculum approved by the state of Michigan and contracting agencies.

**IV. STANDARDS**

All medication, including over the counter medication, must be prescribed by a licensed physician and a copy of a doctor's order/prescription should be kept with the MAR and/or by a person licensed to do so.

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Oral and Topical Medications will be administered in a safe and efficient manner following the five rights for passing medication.

**V. NOTIFICATION / PROCEDURES**

**WHO**

**DOES WHAT**

Program Supervisor

1. Designates one (1) employee per shift to be responsible for passing medication. This will be indicated on the posted schedule.
2. One (1) key for medication cabinet will be maintained and passed from shift to shift by designated qualified employee for prescription medication cabinet.

**Medication Administration Preparation**

**WHO**

Qualified Employee

**DOES WHAT**

1. Ensures the MAR lists all prescription and over-the-counter medications, treatments, stat and single dose medications.
2. If the MAR is unclear or it appears the information has not been transcribed correctly:
  - A. Checks MAR with physician's written order.
  - B. Contacts supervisor/designee for clarification and/or direction if a discrepancy is noted.
  - C. **Does not proceed until order is clarified.**

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**Medication Administration Preparation at Program**

**WHO**

**DOES WHAT**

Qualified Employee

1. Provides program with an adequate supply of medication in containers filled by a pharmacist and appropriately labeled. Notifies program of any medication changes or adjustments and provides program with appropriately labeled containers.
2. Obtains a copy of the prescription or written instructions reflecting a new order or change from a person licensed to do so and submits to program within 24 hours.

**Administration of Oral Medications**

**WHO**

**DOES WHAT**

Qualified Employee

1. Washes off work station
2. Washes hands
3. Compares the label of the medication container with the MAR three (3) times to ensure accuracy as follows:
  - A. Before the container is taken from the storage area.
  - B. Before the medication is removed from the container.
  - C. Before the container is returned to the storage area.

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**V. NOTIFICATION/PROCEDURE (continued)**

Qualified Employee

4. Follows the 5 rights of Medication Administration:
  - A. Right medication
  - B. Right dosage
  - C. Right time
  - D. Right route
  - E. Right individual
5. Follows special instructions written on the label or attached to container (i.e., shake well, do not take with milk, etc.)
6. Pours capsules, tablets, pills, etc., into the lid of the medication container then pours into disposable medicine cup from lid. If bubble packs are used, pushes pills into soufflé cup to administer medication.
7. Cuts scored tablets only with the appropriate cutting device.
8. Pours liquids from the bottle with the label up, wipes off excess medication.
9. Measures liquid medication in graduated medicine cup or graduated medicine spoon.
10. Measures liquid medication at eye level, checks for accuracy on level surface.
11. Ensures a full glass of water or juice, whichever is applicable, is prepared.
12. Explains to the individual why the physician ordered the medication, gives information about side effects, possible allergic reactions if appropriate each and every time medication is passed.

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**V. NOTIFICATION/PROCEDURE (continued)**

<b>WHO</b>	<b>DOES WHAT</b>
Qualified Employee	<p>13. Assists individual in taking his/her medication if necessary (i.e., repositioning head, etc.).</p> <p>14. Remains with the individual until he/she swallows the medication. Checks the mouth to ensure the medication has been swallowed.</p> <p>15. Documents administration of medication on MAR accurately immediately following administration. (See policy - Medications and Treatment Records).</p> <p>16. Washes hands</p>

**Administration of Topical Medications**

<b>WHO</b>	<b>DOES WHAT</b>
Qualified Employee	<p>1. Provides privacy, if appropriate.</p> <p>2. Washes hands.</p> <p>3. Puts on disposable gloves.</p> <p>4. Cleanses the skin of any residue from previous medication applications or exudate (clean) with mild soap and water.</p> <p>5. Removes and disposes of contaminated gloves appropriately.</p> <p>6. Places the cap on counter, with the grooved side up, when uncapping the container.</p> <p>7. Puts on disposable gloves.</p>

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**V. NOTIFICATION/PROCEDURE (continued)**

<b>WHO</b>	<b>DOES WHAT</b>
Qualified Employee	<ul style="list-style-type: none"> <li>8. Removes medication from jar with tongue blade or cotton tipped applicator.</li> <li>9. Inserts applicator or tongue blade into container only once. Never reinserts.</li> <li>10. Removes and disposes of contaminated gloves appropriately.</li> <li>11. Washes hands.</li> <li>12. Documents immediately following administration of topical medication administration.</li> </ul>

**VI. REFERENCES:**

None Available

**VII. EXHIBITS:**

None Available