

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

<b>SUBMITTED BY:</b> Employee Medication Committee	<b>DATE SUBMITTED:</b> 10/89	<b>SECTION:</b> Medical	
<b>BOARD APPROVED ON:</b> 12/89	<b>DATE REVISED:</b> 06/10, 5/22/17	<b>SUBJECT:</b> Medication Count	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 5/22/17, 09/19/18, 09/09/2020		<b>POLICY #:</b> IF-002	<b>PAGE #:</b> 1 of 2

**I. APPLICATION**

The provision stated herein shall apply to all individuals supported by Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

It shall be the responsibility of the program supervisor to ensure accurate and safe administration of all medications to the individuals supported by qualified employees.

**III. DEFINITIONS:**

**Qualified Employee** – An employee who has successfully completed the approved medication training curriculum through BWDH or St. Clair County Community Mental Health Authority or MORC or Macomb County.

**Health Care Chronological (HCC)** – an approved document where all observations, signs, symptoms, measurements, actions, indications, reasons, communication, instructions, medications, delivery, changes, discontinuation, missed or refused medications and med errors are documented.

**Standing Missed Medication Order (SMMO)** - an approved document that is the individuals prescribing doctor will identify the procedure to use when medication is missed. Reviewed at least annually or if there is a medication change.

**IV. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Program Supervisor

1. Assigns one person to medications per shift on the employee schedule by indicating an M next to their name.

Employee/Designee

2. Ensure all medications including controlled substances are counted on their assigned shift and documented on approved medication count sheet.

3. Ensures prescription medication are ordered and delivered in time to ensure no missed medication.

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

**WHO**

**DOES WHAT**

Employee/Designee

4. Documents in HCC.
5. Ensures medications are received, documented in the HCC and counted upon arrival from pharmacy.
6. If there is any discrepancy upon arrival of medications the supervisor will be notified, and discrepancy will be corrected.
7. During shift count of all medications if a discrepancy is noted, the program supervisor will be notified immediately of discrepancy.
8. Will investigate the error (including but not limited to check Standing Missed Medication Order).
9. Document on a medication error form (if needed), and HCC. Macomb County employees will also document on an incident report form.
10. Notify program supervisor.

Program Supervisor

11. Ensure the documentation was completed and forwards to St. Clair County Community Mental Health Authority and division director.
12. Macomb County will forward to MORC, Macomb County Recipient Rights, and division director.