

3.2 STORING AND ADMINISTERING MEDICATION

OVERVIEW

All prescription medications will be safely stored and administered as per a doctor's current written order.

PROCEDURES

IT IS RECOMMENDED THE CARE PROVIDERS USE THE FOLLOWING PROCEDURES:

- > Medications and therapies are properly administered, either by the Care Provider or by the individual receiving services.
- > Household medications, including those of family members, are safely stored.
- > All prescription medication administered is with a doctor's current written order (prescription).
- > Where any medication changes are being made, every effort will be made to discuss this with the individual and their family/advocates and receive their consent prior to the change being made. We recognize that in some cases it may not be possible to obtain the consent in advance and the decision to change or start a new medication will be based on the recommendation of the doctor/psychiatrist and in order to best meet the health needs of the individual. Where this happens, families/advocates will be informed of any medication changes within 24hours so that they may reconfirm their consent.
- > All prescription medication that is outdated or no longer used shall be returned to the pharmacy.
- > Proper documentation is accurately maintained and completed, including Medication Administration Records (MARs), full description of each medication (side effects and definition of use).
- > Any individual who requires a PRN medication (to be taken as needed) have a doctor's written order.

GUIDELINES

- > All documentation shall be kept in the individual's personal file.