

Independent Haven
Medication & Medical Service Policy & Procedure

Accountability: RN, LPN, RS, SC, HST, PM

Document No. 1320.00

Reference: MN Statute 245D.11, subd 2 (3); 245D.05 subd 1a (2) (5); 245D.51; 245D.09 subd 4a (d);

Policy

- A. Independent Haven will promote the safest level of independence for client to receive their medications and treatments as directed by provider. Services include providing medication setup, assistance and administration:
 - 1. When in the client's Coordinated Service and Support Plan Addendum (CSSPA)
 - 2. Using procedures established in consultation with a Registered Nurse, Nurse Practitioner, Physician's Assistant or Medical Doctor
 - 3. By staff who have successfully completed medication administration training before actually providing medication setup, assistance and administration
- B. Independent Haven Medication Services include: Medication Reminders, Medication Administration (a nursing task delegated to unlicensed staff), and Medication Setup by a licensed nurse (this can be delegated to unlicensed staff by a RN only for clients receiving SLS services and if less than 3 days).
- C. Independent Haven also provides medication –related services for clients including but not limited to:
 - 1. Medication storage and security
 - 2. Medication documentation and charting
 - 3. Verification of monitoring of effectiveness of systems to ensure safe medication handling and administration
 - 4. Coordination of medication refills
 - 5. Handling changes to prescriptions and implementation of those changes
 - 6. Communicating with the pharmacy
 - 7. Coordination and communication with the prescriber

Procedures

- A. Prior to move in and at least annually the RN will assess the client's ability to self-administer medications/treatments, store medication, and coordinate health needs. The RN in collaboration with the Residential Supervisor, client, client's guardian, and team will create the CSSPA for the safest level of independence for the client.
- B. Medication Reminders
 - 1. Provide reminders to take regularly scheduled medication or perform regularly scheduled treatments and exercises.
- C. Medication administration
 - 1. When Independent Haven is responsible for the administration of medications, the following information can be found on the electronic medication administration record (E-MAR) or in the client record:

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- a. Client Name, Medication/Treatment, Dose, Route, Frequency, and other information needed
 - b. Information on any risks or other side effects that are reasonable to expect, and any contraindications to its use.
 - c. The possible consequences if the medication or treatment is not taken or administered as directed
 - d. Instruction on when and to whom to report the following:
 - 1) if a dose of medication is not administered or treatment is not performed as prescribed
 - 2) the occurrence of possible adverse reactions to the medication or treatment.
2. Staff must complete the following when responsible for medication administration:
- a. Check the person's electronic medication administration record (E-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:
 - 1) the administration of the medication or treatment or the reason for not administering the medication or treatment;
 - 2) notation of any occurrence of a dose of medication not being administered or treatment not performed as prescribed, or of adverse reactions, and when and to whom the report was made
 - 3) 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 RN
 - f. Adverse reactions must be immediately reported to the RN.
- D. For Medication setup
Medication setup will be completed by the RN or delegated to staff for client's receiving Supported Living Services (SLS). Documentation must include the following in the client's electronic medication administration record (E-MAR) or backup MAR:
1. Dates of set-up,
 2. Name of medication,
 3. Quantity of dose,
 4. Times to be administered,
 5. Route at time of set-up.
- E. Injectable medications
Staff, including nurses, does not administer injectable medications. If such medication are prescribed client needs to be able to self-administer or have it injected by another provider. Subcutaneous injections and blood glucose monitoring can be supervised by staff only if a pen or pre-filled syringe is used and/or a blood glucose monitor doesn't need calibration. This is a delegated nursing task and unlicensed staff will be trained, determined competent and supervised by the RN.
- F. Psychotropic medication use and monitoring
Will be overseen by the RN at least annually.

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G. Written authorization

Written authorization from client or legal guardian is required for medication reminders, medication administration, medication set-up or medication – related services prior to services being provided and annually thereafter.

1. If the client or legal guardian refuses to authorize the program to administer medication, the staff must not administer the medication.
2. The refusal to authorize medication administration will be reported to the prescriber as expediently as possible.

H. Refusal to authorize psychotropic medication

1. If the client or legal guardian refuses to authorize the administration of a psychotropic medication, Independent Haven will not administer the medication and report the refusal to authorize to the prescriber as expediently as possible and will follow orders given by the prescriber.
2. A court order must be obtained to override a refusal for psychotropic medication administration.
3. A refusal to authorize administration of a specific psychotropic medication is not grounds for service termination and does not constitute an emergency.

I. Reviewing and reporting medication and treatment issues

1. The RN will ensure that the information maintained in the medication administration record is current and reviewed to identify medication administration errors or patterns of errors at least every three months.
2. Independent Haven will develop and implement a plan to correct patterns of medication administration errors when identified.
3. Independent Haven will report the following to the client's guardian and case manager as they occur or as otherwise directed in the CSSPA:
 - a. Client's refusal or failure to take or receive medication or treatment as prescribed
 - b. Concerns about a client's ability to self-administer of medication or treatment.
 - c. Whenever a psychotropic medication discontinues.