

SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

CLINICAL POLICY

NUMBER: BC081

NAME: MEDICATION ADMINISTRATION, STORAGE & DISPOSAL IN SPECIALIZED RESIDENTIAL SETTINGS

INITIAL APPROVAL DATE:	12/27/1994	BY: SCCMHA Board
(LAST) REVISION DATE:	02/21/2017	BY: Clinical Policy Committee
(LAST) REVIEW DATE:	10/19/2023	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY:N/A

I. PURPOSE

To provide guidance for medication administration as well as storage and disposal of medications in specialized residential settings.

II. APPLICATION

Populations: **ALL**
Programs: Direct - **NA**
Contracted – **ALL**

III. POLICY

It is the policy of Sanilac County Community Mental Health Authority (SCCMHA) to assure appropriate health related services are provided to individuals in specialized residential contract beds funded by this Agency. These health services include proper handling, administration and disposal of prescription and non-prescription medication ordered by the individual's physician or health care provider.

IV. DEFINITIONS

V. STANDARDS

A. Never give medication without a written order by the physician or health care provider. Do not give medications to an individual for whom it has not been ordered. Always assure that individuals receive prescribed medications that coincide with the current order.

New orders or orders that have been changed should be implemented within 24 hours of receiving the order. An alternative pharmacy service should be identified for situations when the order cannot be filled within 24 hours by the primary pharmacy service used.

Verbal physician's orders directed to an R.N. or trained staff to discontinue or hold a medication may be issued but must be supported the following day with a written order. Verbal physician orders to change dosage directed to an R.N. may be issued. The R.N. will follow through with trained staff. Verbal orders to change dosage must be supported the following day with a written order.

B. Assure that all medications are in an individual, pharmacy labeled container with the name of the individual for whom it is ordered, the name and dosage of the medication, the date

and/or period of administration, instructions for administration, the expiration date, and the name of the physician or health care provider ordering the medication.

- C. Keep all medications in a locked area. Follow label directions for recommended storage. Medicines requiring refrigeration must be kept in a locked box in the refrigerator.
- D. Follow all label directions for administering the medication including dosage, time, whether to give with food or liquids, whether to shake before dispensing, etc. For oral medications, make sure that the individual has swallowed the medication after receiving it. If the medication cannot be administered at the exact time ordered, check the Standing Missed Medication Order (SMMO) (Form #350). If the medication is not prescribed by a SCCMHA physician, call the prescribing physician or health care provider. If an SMMO is not on file for that medication, contact the prescribing physician or health care provider to determine the time period in which it is still acceptable to administer (for example, one half hour before or after the time indicated). Do not give medications for which orders have expired. Always initial the individual's medication log after administering a medication to assure no duplication of dosage occurs.
- E. Consult the pharmacist and/or practitioner who ordered the medication if there is inadequate information about the medication, dosage, mode or period of administration, possible drug interactions, side effects, etc.
- F. If a medication dosage is missed, or insufficient medication is available, or a mistake is made in administration, staff must follow the SMMO if available for that medication or notify the nurse, physician or health care provider who ordered the medication immediately for further directions. If unavailable, staff must call Poison Control for directions. Complete an Incident Report within 24 hours for submission to the Office of Recipient Rights.
- G. If a medication is dropped, or otherwise contaminated, do not dispense it to the individual. Replace the dosage(s) using the procedures above and follow directions for disposal below. If a medication has expired or is discontinued by the ordering practitioner before the supply is exhausted, follow the directions for disposal.
- H. To dispose of unused, dropped, unneeded or expired medication, the following methods are to be followed:
 - (1) Take advantage of community drug take-back programs;
 - (2) Narcotics will be taken for disposal at the Sanilac County Sheriff's Department by two staff;
 - (3) Return the medications to the pharmacy;
 - (4) Mix the medication with used coffee grounds or kitty litter, put them in a sealable bag, empty can or other container to prevent the medication from leaking or breaking out of a garbage bag and dispose with household trash.
 - (5) A few medicines have specific disposal instructions that indicate they should be flushed down the sink or toilet when they are no longer needed and when they cannot be disposed of through a drug-take back program. Disposal directions for these medications should be given when you pick up the prescription.

Whenever medications are to be disposed, a witness must be present and the Medication Disposal Form (Form #0246) completed. Complete all the information requested and assure that the form is signed and dated by the person disposing of the medication and the witness. Keep the original of the form on file in the home records and forward a copy to the care manager.

VI. **ATTACHMENTS**

VII. **REFERENCES**

Standing Missed Medication Orders (SMMO) – Form #0350

Medication Disposal Form – Form #0246

U.S. Food & Drug Administration "How to Dispose of Unused Medicines" 5/1/12

U.S. Food & Drug Administration "Disposal of Unused Medicines: What You Should Know",
6/4/12