

# Annual Medication Review



Enhancing Lives  
Promoting Independence  
Embracing Recovery



- There are many responsibilities that come with properly administering medication.
- **Safety** is the prime concern when administering medication.
- Always wash your hands when handling medication.
- Always disinfect your designated “pass area.”
- In order to administer medication, there must be a signed consent by the parent or guardian.
- All staff must be fully trained prior to passing medication, including management observation during med passes in the beginning to ensure the proper procedure has been followed.
- All staff must know the homes policy and procedures.



## **Medication**

- All medication comes with an attached information pamphlet; retain all information to refer to it.
- Know the medication, the diagnosis, treatment, prevention, side effects and adverse side effects.

## **Refusal**

Any person has the right to refuse medication



Never force a person to take their meds!

A refusal must be reported and recorded accurately. Including writing an Incident Report of the refusal within 24 hours of incident.



# Five Rights



The Right “T” – TIME- pass at the right time; 30 minutes before or after the right time, unless other wise stated by prescriber.

The Right “P” – PERSON- pass to the right person; the person should come to your designated “pass area.”

The Right “M” – MEDICATION – pass the right med; perform your three (3) checks

The Right “D” – DOSE – pass the right dosage (amount of tablets and milligrams)

The Right “R” – Route – pass the right route: oral, topical, rectal, injectable

Always confirm your med set-up before you pass to confirm that the five rights have been properly followed. If you have a med checker – they need to follow the Five Rights as well.

Note: Both the person passing the medications and the med checker must follow the **Five Rights** of administering medications.



# Three Checks

Always compare the medication to the medication record to ensure accuracy.

1. Check the container before removing it from the storage area.
2. Check the medication before removing from the container.
3. Check the container before returning it to the storage area.



Never crush medication or open capsules without a physician's order.



Always explain and inform the individual what the medication is intended to do.



## Medication Record

- Transcribe the physician orders exactly as written to avoid transcription error.
- All trained staff administering the medication must sign and initial the medication record.
- Document on the day administered, box-off in black ink for “omit,” circle-off in red ink for medication errors.
- Document on the back of the medication record for specific information, such as “hold for lab levels” and/or “refusals”.
- Ensure individual identification.

## Allergies

- Always check and double check for possible medication allergies.
- All allergies must be documented on the individual charts in red ink.



## Transcription

- Transcription is very important when administering medications safely.
- Transcribe exactly and accurately.
- DAW – Dispense As Written.



# Prescription Labels

The pharmacy label contains very important information that you must have to correctly and safely give the medication. Labels contain special instructions, such as “take with food or water” or “do not take on an empty stomach.”

All prescription labels require the following information...

- Pharmacy name and address and phone number
- Person’s name
- Date the prescription was most recently dispensed.
- Doctor’s name
- RX number
- Directions for use
- Medication name, brand and/or generic
- Amount dispensed and/or any possible refills
- Strength of medication and/or special instructions
- Dosage of medication





# Storage of Medication

- All medication must be stored in the original container, which is dispensed by a licensed pharmacist.
- Refrigerator medication must be in a locked box and stored separately from food.
- Internal medication must be stored and labeled separately from external medication.
- Medication must be locked at all times. The med keys must be on the “med passer” at all times.
- Medication shall not be stored near heat, heat may change the chemical properties.
- Medication storage shall be kept neat and orderly at all times.
- Medication storage shall provide adequate space with sufficient lighting.



## Phone Orders

- In emergency situations, a physician may need to give an order for medication without an office visit.
- Only a licensed pharmacist or R.N. may receive a phone order
- Document all required emergency information, time, date, copy of the FAXED order to the pharmacy, physician name, special instructions, and the emergency circumstances.
- In an emergency situation, the physician may forget that you are not licensed to accept a phone order. Remind the physician and refer the physician to your pharmacist.



## Hold Orders

You may be instructed by a physician to discontinue or “hold” a medication by phone, which is permitted.

You must repeat back to the physician for accurate confirmation.

Immediately write down all physician instructions.

Have the physician’s office FAX you a copy of the order.



# Medication Errors

- Prevention – Stay alert, never become too comfortable administering medication, avoid distractions.
- Follow the Five Rights of medication administration.
- Perform the three checks every time you pass.
- A medication error has occurred when one of the five rights has not been followed as required.



- Wrong Time, Wrong Person, Wrong Medication, Wrong Dose, Wrong Route.
- Every medication error is potentially serious and could be life threatening.
- Report all errors immediately.
- Incident reports are required.
- Call the physician and/or nurse, or call the local emergency room for further instructions. If necessary, transport the individual to the nearest emergency room for lab levels.
- Never administer medications prepared by another person.

## LOA Medication

- Special circumstances may require LOA medications, home visits and/or workshops.
- Explain to the pharmacist, obtain two separate containers for each location.
- Hand deliver the medication to the appropriate location, including a copy of the physician's order.
- Share the medication information and possible side effects with all parties.
- Never dispense the medication yourself; only pharmacists dispense medication.
- Individuals are not to transport medication unless it is specified in their Plan of Service.

## Medication Disposal

- Discontinued medication, contaminated medication, must be stored separately in a locked box and labeled as such and disposed of properly and documented accurately.
- Always confirm with a witness.
- First choice is to have the pharmacy dispose of medication.
- Staff may dispose with a witness.
- Always obtain the discontinue physician order for all medications.
- If pharmacy cannot dispose, destroy medication beyond reclamation by putting in sharps container, hot coffee grounds, or used kitty litter.
- Record all medication disposals (on form #246) and inform the proper staff of the occurrence.



## **Standing Medical Orders (SMO)**

SMO's are non-emergency conditions. They provide additional information for the common cold, constipation, diarrhea, vomiting and /or minor abrasion,

SMO's must be signed by the primary physician and dated, and require an annual update and/or at anytime changes occur.

## **Standing Missed Medical Orders (SMMO)**

SMMO's are possible emergency situations. In detail, SMMO's provide additional information when a medication is missed. SMMO's offer a specific time frame which is allotted to give the missed medication.

SMMO's are also signed by the primary physician and dated, which require an annual update and/or at anytime changes occur.

# STOP!

IF...

- The medication record is missing or incorrect
- The pharmacy label is missing or incorrect
- The Five Rights have not been followed
- The individual refuses the medication
- The medication appears different in size, shape or color
- The medication has an odor or it is crumbly
- The individual has adverse effects, or unusual behavior.



Any doubts...Check them Out!

## Never...

- Give an individual any medication that has not been prescribed by a licensed professional.
- Use a medication ordered for one individual to treat another individual.
- Give a medication to one individual from another individual's prescription bottle.
- Pour medication from one bottle to another or re-label a bottle.
- Mix medications together unless directed to do so by the prescriber.
- Return an unused dose of medication to the bottle.
- Leave medications unlocked or unattended.
- Take medication orders over the phone. (Unless to hold or discontinue)
- Force an individual to take a medication.
- Cut an un-scored tablet.
- Call medication candy

**TAKE TEST**