

# L'ARCHE ANTIGONISH

## POLICY AND PROCEDURE MANUAL

### POLICY: MEDICATION HANDLING

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Medications are defined as blister packs, pills, insulin, creams, ointments, eye drops and inhalers.

#### Blister Packs

- To be picked up from Pharmacy every 4 weeks. At time of pick up make sure you have 4 blister packs per person and you have all the pharmacy slips (red and white square receipts) for the medications. If the receipts aren't present do not take the blister packs. ONLY assistants should pick up medications.
- At home 2 assistants need to check each blister pack to make sure it has the correct information. The correct name, contains the correct medications, correct dosage, correct time, clear instructions and verified against the MAR sheet.
- The 2 assistants need to sign each blister pack and the blister pack sign sheet.
- Blister packs to be kept in double locked location.
- As blister packs are used you need to use them in their correct order 1/4, 2/4, 3/4, 4/4.

#### Current Medication

- The medications that are currently being used are kept in a designated double locked location.
- All refrigerated medications will be stored in a locked container in the refrigerator.
- Narcotic medications are kept in a separate double locked location from the current medication.
- No medications are to be kept in a core member's bedroom, unless prior approval is received from DCS care coordinator.
- Instructions on how to administer the medications and/or insulin are kept with the medications.
- Assistants must have received Medication Administration training from the house leader, completed the medication shadowing process and Medication awareness training from the pharmacist.
- Give medications following the *Completing Medication Administration* guidelines.

#### Keys to Medication Location

- ONE designated assistant will carry the keys on their person at all times in a given shift. They will be responsible for the keys during the whole shift.
- At shift changes the keys will be handed off to another assistant.
- Even when core members are not present in the house or during the night when people are asleep one assistant will be designated to carry the keys.
- Shift is defined as a time period worked in the house i.e, 7am-12pm, 12pm-3pm, 3pm-9pm and 9pm-7am. Exact times are written on the medication key sign-up sheet.
- Keys to Narcotic medications location – The house leader when working will always carry the keys on their person. A designate, chosen by the house leader will be responsible for the keys when the house leader is away.

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#### Medication Changes

- If a core member gets a new medication, stops a medication or a change in dosage occurs, take the blister packs back to the pharmacy and get them adjusted accordingly (not for temporary or trial medications).
- When a core member is prescribed a new medication by a health care professional we need a copy of that prescription and have it added to the core members file to their current standing order. You can just photocopy the prescription that is given. Even when core members are with family/friends and they receive a new medication we need a copy of the prescription.
- All new medications, changes, discontinued medications can only be accepted by the order of a health care professional with written confirmation (prescription, health care appointment form, letter). Changes requested by family members need to be in conjunction with written approval from a health care professional.
- When a medication is changed, a dosage change or discontinued, on the MAR sheet write the date discontinued in the description area and in the sign off area strike a red line through the medication and future administration dates and date at the end of the line. A new line should be added for new medications or dosage changes.
- The homes coordinator needs to be notified of all changes.

#### Disposal of Medication

- Discontinued or outdated medications shall be disposed of by returning it to the pharmacy.

#### Assistant Medication

- Assistants can store their medications in the double locked location with other medications.
- If an assistant wishes to store medication in their room then they are required to provide a double locked location within their room.