

# Erie County Board of Mental Retardation and Developmental Disabilities

Health and Safety

February 2005

## MEDICATION ADMINISTRATION

### I. PURPOSE:

The purpose of this policy is to address the administration of medications to individuals receiving services of the county board including early intervention, preschool, school age, and adult services. This policy requires the establishment of procedures, which clearly state the process by which this policy shall be implemented.

REFERENCES: Sections 5123.41-5123.42 and 5126.36 of the Ohio Revised Code; Chapter 4723 Ohio Board of Nursing of the Ohio Administrative Code;

### II. POLICY:

It is recommended that medication of any type be administered in the home setting rather than in the school, the workshop or other program setting whenever possible. However, there are occasions when medications must be administered in this setting.

Safe administration of medication, including prescribed or over the counter medications, in the school, the workshop or other program setting is essential. Clear guidelines and appropriate documentation is necessary.

In order to meet the medication needs of the Board's enrollees/students in accordance with the Law regulating the practice of Nursing as defined in Chapter 4723 of the Ohio Administrative Code, a policy and procedure for delegated nursing was implemented to permit trained MRDD personnel to perform medication administration. (*See Policy and Procedure "Health and Safety: Delegated Nursing"*)

### IV. PROCEDURE;

- A. A written and signed Permission to Administer Medication form (Fm#HS001) shall be received by the program nurse prior to administering any medication.
  1. This form shall include:
    - a. Name of enrollee/student, address, and date of birth
    - b. Name of medication, dosage, and route of administration
    - c. Administration schedule (frequency)
    - d. Possible severe adverse reactions or side effects which should be reported to the licensed health care professional.
    - e. Special instructions for storage and/or sterile requirements.
    - f. Date when medication administration will start/end,
    - g. Signature and printed name of prescribing licensed health care professional authorized by the Ohio Revised Code to prescribe medication including address and telephone number.

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2. For ongoing medications, this form is valid for one year.(Each year a new form must be completed before September 1<sup>st</sup>.)
3. The Permission to Administer Medication form must also be signed by the individual or his/her guardian; or if the individual is under 18 years of age, the individual's parent/guardian. This will also designate the individual and/or parent/guardian to provide for the proper delivery of the medication to the Board facility, notification of a change in physician and to notify the facility if the medication, dosage, frequency or procedure for administration changes or if the medication is discontinued.
4. Prior to administering any medication to or for an enrollee/student (18 years of age or older):
  - a. A Self Medication Administration Assessment (Fm#HS005) must be completed to determine amount of assistance needed. The results shall be documented in the enrollee/student's IFSP/IEP/IISP. If an enrollee/student has a significant medical change including but not limited to hospitalization, addition of multiple medications, sustained change in cognition, the Self Medication Assessment shall be repeated to determine the enrollee's ability to medicate.
  - b. The medication is authorized by completion of the Permission to Administer Medication form.
  - c. The medication must be in a prescription labeled container with the individual's name for whom the medication is prescribed, the name of the drug, the dosage to be administered, the frequency of administration, and the name of the prescribing physician.
  - d. Non-prescription medication must be in the original container with administering instructions visible on the label and the name of the enrollee/student visible on the container.
5. Termination of the administration of medication will be initiated under the following conditions:
  - a. The authorization to administer medication is time limited. No medication shall be administered after the date indicated on the permission form.
  - b. The permission to administer medication is superseded by a new permission form, which indicates a change in medication.
  - c. The Program nurse receives written/verbal communication from the individual's licensed health care professional, which instructs the termination of the administration of the medication.
  - d. Upon termination of any medication, the excess medication must be picked up by the responsible party.

### B. Receiving and Storage of Medication

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1. It shall be the responsibility of the parent/guardian/advocate/residential provider to provide an adequate supply of the authorized medication to the Board facility. It is recommended to provide a one week supply of medication. Parent/guardian/advocate/residential provider should send the medication to the facility in the safest manner possible. Individual arrangements may be necessary and can be made in cooperation with the facility nurse. Should a supply of medication not arrive, the facility nurse will contact the parent/guardian/advocate/residential provider who will be responsible for insuring that the supply is delivered to the facility for administration.
2. All medication brought by students into the school will be received by the teacher or nurse. These medications will be kept in the school clinic in a locked cabinet designated for medication.
3. All medication sent in with an individual on County Board transportation shall be handed to the bus driver, who shall maintain it in a safe location throughout the ride. Upon arrival to the facility, the bus driver shall hand the medication directly to MRDD personnel. It will then be taken directly to the clinic and given to the nurse who will secure the medication in the locked medication cabinet. In case of an emergency when the nurse is unavailable, the medication will be locked up in the medication box at the reception desk until the nurse is available.
4. If an individual has been determined by a formal assessment and it is identified on their Individual Service Plan (ISP) to be able to self medicate, they are able to carry their own medication, unless otherwise determined by the ISP/IEP team.
5. Only the RN, LPN, or certified MRDD personnel can remove medications from the locked medication cabinet in the clinic. A current list of authorized MRDD personnel will be posted on the locked medication cabinet.
6. In the event that medication does become lost, the person discovering the medication is missing, must complete an Unusual Incident Report and submit it to the Investigative Agent.

### C. Documentation

1. Documentation of all prescribed and over the counter medications given, applied, missed, held, or refused shall be done on a Medication Administration Record (Fm#HS002).
2. If a medication is missed, held, or refused, the time should be circled and a notation of why the medication was missed, held, or refused should be made on the backside of the Medication Administration Record (Fm#HS002).
3. Any observations noted regarding medication administration should also be noted on the backside of the Medication Administration Record.

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4. All current Medication Administration Records and a copy of the Permission to Administer Medication Form will be kept in the medication administration notebook at each clinic medication area.

**D. Medication Errors**

1. Any error, such as administration of the incorrect dosage, failure to administer within the prescribed timelines or conditions, or any other error as is defined in 5123:2-6-07 of the Ohio Administrative Code, in administering of medication shall be reported on an Unusual Incident/MUI Report Form (FM#IR002) no more than twenty-four hours later. The error will be reported to the Program Nurse immediately, with the nurse taking emergency steps as indicated.
2. The parent/guardian/advocate, residential provider, and the licensed health care professional shall be notified of the error in a timely manner depending on the severity of the error.