

Shadowfax

Title	Medication Policy
Policy Number	DAY.5003.000.000
Initiating Authority	Executive Director, Day Supports
Approved By	Compliance Committee 10-20-21
Origin Date	September 7, 2021
Revision Date	
Effective Date	October 1, 2021
Next Review Date	October 2022
Associated Policies	DAY.5005.000.000 Individual Service Plan
Associated Procedures	
Associated Documents	

I. POLICY STATEMENT

Shadowfax is committed to person-centered services, including caring for an individual's health and safety through proper medication administration; therefore, Shadowfax has created a policy regarding safely administering medication.

II. PURPOSE

This policy provides guidance on safely administering medication to individuals in any Day Supports (DAY) program, or for allowing an individual in any DAY program to safely self-administer medication.

III. SCOPE

This policy applies to all staff members, and to all individuals within any DAY program, and for any type of medication given to an individual or for medications self-administered by the individual. The policy applies to medications that are administered or self-administered in a DAY facility or in the community.

IV. GENERAL

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Note: The term "Individual" is synonymous with resident, client, patient, consumer, or participant.

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This policy is based on the standards set by PA Code Title 55 Chapters 6100 and 2380, 2390.

V. POLICY

All medication administration is recorded on the Medication Record.

MEDICATION ADMINISTRATION

Medication may only be administered by:

1. an individual if they meet the Self-Administration requirements as outlined in this policy, or
2. DAY personnel who meet the requirements for medication administration as outlined in this policy.

Self-Administration

Individuals who desire to self-administer medication are permitted to do so if they are able to do all of the following:

1. Recognize and distinguish the individual's medication.
2. Know how much medication is to be taken. Shadowfax will use the Office of Development Programs (ODP) medication administration checklist to evaluate if an individual is able to safely self-administer medications.
3. Know when the medication is to be taken. Assistance may be provided by staff persons to remind the individual of the schedule and to offer the medication at the prescribed times.
4. Take or apply the individual's own medication with or without the use of assistive technology.

The ability to self-administer is determined through the individual assessment and individual plan. The individual plan must identify if the individual is unable to self-administer medications.

Assistance for Self-Administration

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An individual who has a prescribed medication shall be given assistance, as needed, for the individual's self-administration of the medication. Assistance in self-administration of medication includes

- helping the individual to remember the schedule for taking the medication
- offering the individual the medication at the prescribed times
- opening a medication container and storing the medication in a secure place
- arranging for assistive technology to assist the individual to self-administer medications.

Medication Administration by DAY Staff

DAY staff qualified to administer medications according to Qualifications section in this policy may administer medication for an individual who is unable to self-administer the individual's prescribed medication.

Qualifications to Administer Medication -- A prescription medication that is not self-administered shall be administered by one of the following:

1. A licensed physician, licensed dentist, licensed physician's assistant, registered nurse, certified registered nurse practitioner, licensed practical nurse, licensed paramedic or other health care professional who is licensed, certified or registered by the Department of State to administer medications.
2. A person who has successfully completed the medication administration course requirements as specified below in section Medication Administration Training may administer:
 - Oral medications.
 - Topical medications including creams, ointments, powders, etc.
 - Inhaled medications and nebulizers
 - Suppositories and enemas
 - Eye, nose and ear-drop medications.
 - Insulin injections.

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- Epinephrine injections for insect bites or other allergies.
- Medications, injections, procedures and treatments as permitted by applicable statutes and regulations.

Refusal to Take Medication

DAY staff shall make every reasonable effort to administer medication to an individual; however, if an individual refuses to take their prescribed medicine, the refusal shall be reported to the prescriber for each refusal. The individual's medication record/log shall indicate the individual refused the medication.

Labeling, Storage and Disposal of Medication.

(Note that this section does not apply for individuals who self-administer medication and store the medication in their personal belongings).

- All medications shall be stored in a safe manner, organized under proper conditions of sanitation, temperature, moisture and light and in accordance with the manufacturer's instructions.
- Prescription and nonprescription medications shall be kept in their original labeled containers. Prescription medications shall be labeled with a label issued by a pharmacy.
- A prescription medication may not be removed from its original labeled container in advance of the scheduled administration.
- If insulin or epinephrine is not packaged in an individual dose container, assistance with or the administration of the injection shall be provided immediately upon removal of the medication from its original labeled container.
- Prescription medications and syringes, with the exception of epinephrine and epinephrine auto-injectors, shall be kept in an area or container that is locked.
- Epinephrine and epinephrine auto-injectors shall be stored safely and kept easily accessible at all times. The epinephrine and epinephrine auto-injectors shall be easily accessible to the individual if the epinephrine is self-administered or to the staff person who is with the individual if a staff person will administer the epinephrine.

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- Prescription medications stored in a refrigerator shall be kept in an area or container that is locked.
- Prescription medications that are discontinued or expired shall be destroyed in a safe manner according to applicable Federal and State statutes and regulations.

Prescription Medicines

- A prescription medication shall be prescribed in writing by an authorized prescriber.
- A prescription order shall be kept current.
- A prescription medication shall be administered as prescribed.
- A prescription medication shall be used only by the individual for whom the prescription was prescribed.
- Changes in medication may only be made in writing by the prescriber or, in the case of an emergency, an alternate prescriber, except for circumstances in which oral orders may be accepted by a health care professional who is licensed, certified or registered by the Department of State to accept oral orders.

Prescriptions for medications may be written by a certified registered nurse practitioner as authorized under 49 Pa. Code Chapter 18, Subchapter C (relating to certified registered nurse practitioners) and Chapter 21, Subchapter C (relating to certified registered nurse practitioners). The label on the original container must include the name of the prescribing practitioner.

Medication Records and Medication Log

- A medication record shall be kept for each individual for whom a prescription medication is administered.
- The individual's medication record shall be updated as soon as a written notice of a change to a prescription is received.
- The medication record shall document any time an individual refuses to take a prescribed medication.
- Each individual's medication record shall contain the following information, at a minimum, for each individual for whom prescription medication is administered:
 1. Individual's name.

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2. Name of the prescriber.
3. Drug allergies.
4. Name of medication.
5. Strength of medication.
6. Dosage form.
7. Dose of medication.
8. Route of administration.
9. Frequency of administration.
10. Administration times.
11. Diagnosis or purpose for the medication, including pro re nata.
12. Date and time of medication administration, recorded at the time of administration.
13. Name and initials of the person administering the medication, recorded at the time of administration.
14. Duration of treatment, if applicable.
15. Special precautions, if applicable.
16. Side effects of the medication, if applicable.

Adverse Reactions

- If an individual has a suspected adverse reaction to a medication, DAY staff shall immediately consult a health care practitioner or seek emergency medical treatment as indicated by the Shadowfax Emergency Guidelines, ORG.1010.001.000 procedure.
- For any adverse reaction to a medication, the health care practitioner's response to the adverse reaction, and the action taken shall be documented.

Medication Errors

Medication errors include the following:

1. Failure to administer a medication.
2. Administration of the wrong medication.
3. Administration of the wrong dose of medication.

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4. Failure to administer a medication at the prescribed time, which exceeds more than one (1) hour before or after the prescribed time.
5. Administration to the wrong person.
6. Administration through the wrong route.
7. Administration while the individual is in the wrong position.
8. Improper preparation of the medication.

Medication Errors shall be reported as an incident according to ORG.1007.000.000 Incident Management.

Medication Errors shall be reported by staff to the agency nurse, and the agency nurse shall notify the prescriber for every error. Family will be notified of all medication errors.

Documentation of medication errors, follow-up action taken and the prescriber's response, if applicable, shall be kept in the individual's record.

Medication Administration Training – Direct Support Professional (DSP)

- All direct support staff shall receive medication administration training upon being hired. Staff that do not pass the initial training will be given 90 days to complete the course and become certified. It is a condition of employment to successfully pass the required training within 90 days; direct support staff that do not become certified by the end of the 90-day period will have their employment terminated.
- All direct support staff shall receive training in the EMAR system upon being hired.
- Staff members who have successfully completed a PA Department of Human Services approved medication administration course, including the course renewal requirements, may administer medications, injections, procedures and treatments after completing these additional requirements:
 - Each direct support staff member will be observed administering medication for 15 consecutive successful passes before being permitted to administer medication independently. The observer must be employed for one year in order to serve in this capacity.
 - If a newly hired staff member has been certified in medication administration by another agency, the staff member must still complete the entire medication

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administration testing and certification process through Shadowfax.

Documentation from other provider agencies will not be accepted.

- Staff will be trained by the Shadowfax nurse to be certified to give medication other than oral medication. This training must be completed annually.
- To be certified to administer insulin, staff members must complete and pass an insulin administration training by a certified diabetic nurse educator in addition to the medication administration program. Prior to being eligible to take the insulin administration training, staff members must successfully complete medication administration, two (2) medication practicums with a practicum observer, and 15 additional medication passes. Upon successful completion of the insulin administration training, staff members must notify an agency LPN or RN to schedule 15 observed insulin passes before they are able to administer insulin independently. Staff can only administer insulin based on the prescribed physician orders.
- Insulin training is required annually. Staff cannot administer insulin while they are suspended from administering oral medication.
- Anyone administering an epinephrine injection by means of an auto-injection device in response to anaphylaxis or another serious allergic reaction has the additional requirement to have successfully completed training within the past 24 months relating to the use of an auto-injection epinephrine injection device provided by a professional who is licensed, certified or registered by the Department of State in the health care field.
- Staff must complete an annual medication practicum according to ODP current guidelines in order to maintain their status as a medication administrator. The medication course practicum summary includes two (2) MAR reviews and two (2) medication passes observed by a certified medication administration trainer annually.
- All regularly scheduled staff must administer medications at least once a month. The required frequency for administering medication for staff who are not regularly scheduled will be reviewed on a case-by-case basis.
- Medication Mindfulness training is required every three (3) years.
- Additional training may be required due to medication errors.

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- A record of the training shall be kept, including the person trained, the date, source, name of trainer and documentation that the course was successfully completed.

Certified Registered Nurse Practitioner (CRNP)

PA Code Title 55 Chapter 2380 includes these stipulations for CRNPs:

As authorized under 49 Pa. Code Chapter 18, Subchapter C (relating to certified registered nurse practitioners) and Chapter 21, Subchapter C (relating to certified registered nurse practitioners):

- Prescriptions for medications may be written by a CRNP. The label on the original container must include the name of the prescribing practitioner.
- The medication log must identify the prescribing CRNP when a medication was prescribed by a CRNP.
- Notification of an adverse reaction to a medication may be made to the prescribing CRNP when the medication was prescribed by a CRNP

Staff Compliance Enforcement

Staff members who are not able to administer medications due to being out of compliance with this policy will have 30 days to regain compliance. If a staff member needs to retake the medication administration training course, the staff member must attend the next available scheduled course. Staff members who do not regain compliance within 30 days will have their employment terminated.

VI. OVERSIGHT

Shadowfax's Compliance Committee or their designee(s) (the "Approved By") shall be in charge of the administration of this Policy. The Approved By responsibilities include:

1. Identifying the action steps to come into compliance and directives to maintain compliance and implement the action steps.

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2. Periodically reviewing this Policy and monitoring compliance to it.
3. Training responsible parties on their obligations under the Policy.

Revision History

Name	Date	Reason for Changes	Version