

MEDICATION OVERVIEW

All employees must review and be trained on these policies prior to dispensing any medications



You're Never Alone With Affinity

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PURPOSE:

To provide all Affinity Family Care, LLC. employees consistent policy and procedures safeguarding the administration of all medications and controlled substances.

POLICY:

Prior to dispensing any medication or controlled substances, all Affinity Family Care, LLC. employees shall receive instruction in the proper procedure to be used in the preparation, administration, storing and recording of medications. They will also receive instructions in the common usage of specific medications, the desired results, the common side effects, and the proper procedure to be followed in the event of a medication error.

THE FOOD AND DRUG ACT

These regulations control the importation, use, sale, manufacture, and distribution of all non-controlled drugs in the United States. The following provisions of this act are important.

1. The FDA requires drug manufacturers to prove the value and safety of new drugs before they are released for sale, either with or without a prescription.
2. The FDA Controls, which drugs may be sold with or without a prescription. No drug is harmless, therefore, those drugs sold without a prescription carries some degree of risk, but, has been proven to be safe in most cases.
3. The word drug (medication) means any substance used externally or internally, in the cure, treatment, and prevention or lessening of disease in people or other living organisms.
4. Drug container labels must state the contents in clear understandable words, as well as clear instructions for use.
5. Certain drugs are available only with a prescription.
6. Records of narcotics and dangerous drugs purchased and dispensed must be kept by the holder of a pharmacy license. Prescriptions for such drugs cannot be refilled unless the pharmacist obtains a new prescription.
7. All non-prescription drugs (over the counter) medications must be labeled with the name of the medication, the strength, quantity, and the average directions of use.
8. Prescriptions for drugs other than controlled substances can only be refilled on order from the prescriber.

The Controlled Substance Act of 1970

The Drug Enforcement Administration (DEA) regulates this act. The following provisions of the act are important.

Regulates the use, sale, manufacture, and distribution of narcotics, barbiturates, amphetamines, and other dangerous drugs. Licenses those who manufacture, sell at wholesale, prescribe, or dispense, those medications known as controlled substances, which fall under this act.

Under this act medications are categorized into five schedules. These schedules are based on the medications potential for abuse. Schedule I having the higher potential, and Schedule V having the lowest. Schedule I drugs are not generally available for use except in research under a special permit.

Not all prescription drugs are considered "controlled substance".

The pharmacist who dispenses controlled drugs must attach a label to the prescription container bearing the statement "Caution: Federal law prohibits the transfer of this drug to any person other than the patient for whom it was prescribed."

All physicians (Medical Doctors, Doctors of Osteopathy, Dentist, Podiatrists, and Pharmacist) must be registered with the DEA in order to prescribe or dispense controlled drugs. In addition, they must also be registered with the State Board of Examiners.

A practitioner acting in the usual course of this professional practice must issue a prescription for a controlled substance for a legitimate medical purpose.

Controlled substances may not be disposed of except in a manner prescribed by the DEA. **Take to a pharmacy for disposal**

PREPARATION of MEDICATIONS:

- 1) Select client medication.
 - 2) Have all supplies for set up and administration available before beginning.
 - 3) Check for the "Five Rights" before administering any medication:
 - Right Consumer
 - Right Medication
 - Right Dosage
 - Right Time
 - Right Route - how administered
- ***It is suggested employees read the label (3) times before dispensing***

- 4) NEVER USE MEDICATIONS FROM AN UNLABELED OR NON-LEGIBLE BOTTLE. All labels must conform to current federal and state packaging and safety laws. All labels should be typed or machine printed. All labels should be firmly affixed to the bottle/package.

PREPARATION of MEDICATIONS Continued:

- 5) Check the bottle in which you are dispensing for an expiration date. Do not administer expired medications.
- 6) Medications should be prepared precisely according to the physician's orders. If necessary, the physician or pharmacy should be contacted for full and final clarification.
- 7) Medications prescribed for one client or another individual may not be given to anyone whose name is not specifically written on the label.
- 8) Medications should be prepared and given as near the specified time as possible. Medications can be given (1) hour before or (1) hour after the scheduled time with expressed permission by the parent and or legal guardian.
- 9) Give medications in an area free of distractions. Only give medications to one consumer at a time. Distractions can result in medication errors.
- 10) No client will be left alone while taking medication. Employees will ensure that the medication is taken/swallowed and in the quantities prescribed.
- 11) Be able to identify medication even if it is in a schedule box. NOTE: You must have prior approval from AFFINITY FAMILY CARE to dispense medications out of a schedule box. All medications should be dispensed from the bottle unless approval is received.
- 12) Put back all materials after medication administration

WAYS TO PREVENT CONTAMINATION

- 1) Medications should be stored under sanitary conditions. Tablets/Pills should be stored in clean containers. Liquid medication containers should be wiped clean on the neck of the bottle each time you administer and be closed tight. Locking tightly is mandatory as medications in the client's home may not always be in a locked cabinet.
- 2) Always wash your hands before you administer any medications.
- 3) If a pill drops onto the floor, it is contaminated. Place the pill into a Ziplock baggy and label with the date & pill name. Give to the parent or guardian to choose to dispose of or not. This is important because many of our clients are on controlled substances and cannot get additional allotments in a 30 day period.

THERE ARE TWO WAYS THAT A CONSUMER MAY RECEIVE HIS/HER MEDICATIONS:

- 1) Self - medication administration
- 2) Administration by provider

THINGS YOU SHOULD CHECK BEFORE ADMINISTERING ANY MEDICATION:

CALLED THE "FIVE RIGHTS"

- 1) Right Consumer
- 2) Right Medication
- 3) Right Dosage
- 4) Right Time
- 5) Right Route - how administered

EIGHT ROUTES OF ADMINISTRATION:

- 1) Oral
- 2) Rectal
- 3) I.M. (intramuscular)
- 4) I.V. (Intravenously)
- 5) Sublingual (under the tongue)
- 6) Subcutaneous (under the skin)
- 7) Topical
- 8) Tube (i.e. G-tube)

COMMON ABBREVIATIONS USED WITH MEDICATIONS:

- | | | |
|------------------------------|-------------------------------|------------------------------|
| 1) A.C. = Before Meals | 2) A.M. = Morning | 3) b.i.d. = twice a day |
| 4) cap = capsule | 5) cc = cubic centimeter | 6) d = day |
| 7) D/C or D.C. = discontinue | 8) elix = elixir | 9) gm = gram |
| 10) gr = grain | 11) gtt or gtts=drop/drops | 12) h = hour |
| 13) hs = hour of sleep | 14) L or l = liter | 15) mg = milligram |
| 16) ml = milliliter | 17) noc = night | 18) NPO = nothing by mouth |
| 19) OD = right eye | 20) OS = left eye | 21) OU = both eyes |
| 22) OTIC = ear | 23) Optic = eye | 24) p.c. = after meals |
| 25) P.M. = afternoon | 26) po = by mouth | 27) p.r.n. = as needed |
| 28) q = every | 29) qd = every day | 30) q2h = every 2 hours |
| 31) q4h = every four hours | 32) q.i.d. = four times a day | 33) q.o.d. = every other day |
| 34) stat = immediately | 35) t.i.d.=three times a day | 36) tsp = teaspoon |
| 37) T = tablespoon | 38) NKA = No Known Allergies | |

MEASUREMENTS:

- | | | |
|----------------------|------------------|--------------------|
| 1 drop = 0.6 cc | 15 drops = 1.0cc | 1 teaspoon = 5.0cc |
| 1 tablespoon = 15 cc | 1 pint = 500cc | 1 quart = 1000cc |

NOTE: 1cc = 1ml 1oz = 30cc

1kg. = 2.2 lbs. (to obtain a weight in kg., divide weight in pounds by 2.2)

Measure liquids at eye level on a flat surface. Any measurements that cannot be measured in the medicine cup **MUST** be measured with a syringe.

DIFFERENT TYPES OF DRUGS/MEDICATIONS:

There are many different types of medications/drugs, here is a review of the different types:

PRESCRIPTION DRUGS

Controlled Drugs - Any medications which have been legally classified as “controlled substances”. These drugs have a high potential for drug abuse. Examples include narcotics such as morphine, sleeping medicines and some ADHD medications.

NON-Controlled Drugs:

Anti-psychotic and Anti-Anxiety Drugs - These drugs are the medications most frequently prescribed for people with developmental disabilities. These drugs are prescribed to chemically alter a person’s behavior. They are usually used for aggressive, destructive and self-abusive behaviors. Anti-psychotic drugs are strong tranquilizers and anti-anxiety drugs are mild tranquilizers.

Anti-depressant Drugs - These drugs are prescribed for the treatment of adults with depression.

Stimulant Drugs - These drugs are frequently prescribed to reduce restlessness, impulsive behavior and distractibility.

Anti-Epileptic Drugs - When these drugs are effective, they are successful in the treatment of epilepsy. But they are only effective in about 50% of those who suffer from seizures.

OTC (over the counter) DRUGS

Over the counter drugs include any medication that can be purchased without a prescription. Common OTC drugs include pain relievers such as aspirin and cold medications. **DO NOT** give OTC medications without consulting parent/guardian. There may be drug interactions/reactions with the consumer’s prescribed medication you may be unaware of. Upon permission from the parent or legal guardian, employees may administer over the counter drugs. Employees must follow these policies and procedures and document on the medication log.

PRN MEDICATIONS

These are the OTC Drugs or Prescription Drugs that are given on an as needed basis. Employees can only administer PRN Medications if it is to bring them out of a medical condition. For example, Asthma, heart condition, seizures, etc.

*****EMPLOYEES CANNOT ADMINISTER BEHAVIOR ALTERING MEDICATIONS IF ON A PRN BASIS. LABEL MUST CLEARLY STATE THE SPECIFIC DOSAGE AND TIME OF THE DAY FOR AN EMPLOYEE TO ADMINISTER*****

PRN MEDICATIONS Continued:

THE FOLLOWING IS A SAMPLE LIST OF ANTI-CONVULSANT/SEIZURE, PSYCHOTROPIC BEHAVIOR MODIFYING MEDICATIONS: Make sure it does not alter behaviors before administering. If it alters behaviors do not administer.

Depakote (slow release-seizure)	Prozac (depression)
Depakane (quick release-seizure)	Lithium (depression)
Dilantin (seizure)	Trazodone (depression)
Klonopin (seizure)	Serentil (psychotropic/depression)
Penobarbital (seizure)	Thorazine (psychotropic/depression)
Tegretol (seizure)	Mellaril (psychotropic)
Xanax (anxiety)	Haldol (psychotropic)
Valium (anxiety)	Trexan (self-abuse)
Buspar (anxiety)	Risperdal (Psychotropic)
Tranxene (anxiety)	Ritalin (ADD)

Many of the seizure medications are also given at times to alter behavior.

MEDICATION ERRORS, ADVERSE DRUG REACTIONS and MISSED MEDICATIONS: **IN ANY TYPE OF EMERGENCY, CALL 911**

- 1) Medication errors and adverse drug reactions shall be reported immediately to AFFINITY FAMILY CARE and the parent or legal guardian. If the parent or legal guardian are not available, employee must call Poison Control or 911 to ensure medical treatment is not necessary. After medical help is received and the parent or legal guardian has been notified, all employees must immediately contact AFFINITY FAMILY CARE and complete an incident report to be submitted to the Support Coordinator at DDD.
- 2) Medications that are missed for any reason shall be reported to the parent or legal guardian immediately. If more than an hour has passed from the time the medication was due, the employee must notify AFFINITY FAMILY CARE. An Incident Report will be written and submitted to the Support Coordinator at DDD.

ALLERGIES:

Hypersensitivity is an allergic reaction to a drug, this means that at some time the individual has become sensitized to the drug and can produce an allergic reaction which may vary from a slight reaction like a skin rash, to a very severe reaction. Many times the individual is merely uncomfortable with hives, itching, marked color change-very pale, flushed, or a bluish gray color, cold and damp feeling skin, and a skin rash; at other times acute anaphylaxis, with respiratory distress, increased heart rate, generalized swelling and possible death can result.

If an employee witnesses any allergic reaction when prescribing medication to a client, employee must immediately call 911 for emergency medical treatment. Upon medical intervention, employee must immediately contact AFFINITY FAMILY CARE. An incident report will be completed and submitted to the Support Coordinator at DDD.

WHAT TO DO IF CLIENT REFUSES MEDICATION:

If employee attempts to administer medication and the client refuses the medication, wait 15 minutes and try to administer again. If the client continues to refuse, immediately contact the parent or legal guardian so that they can assist with administering the medication. Never force a child to take a medication. If a parent or legal guardian is not available within (1) hour of the time the medication should be administered, immediately contact AFFINITY FAMILY CARE.

PROCEDURE FOR DISPOSING MEDICATION

- 1) Give to parent or legal guardian for them to keep or dispose of properly.
- 2) Take to a pharmacy with the prescription bottle. The pharmacist will record receipt of the medication.
- 3) As last resort, you may contact AFFINITY FAMILY CARE and we will dispose of it for you if returned to our office.

Do not throw them in the garbage, flush down the toilet or put in a garbage disposal. Remember if the pill is in its entire form or broken, place in Ziplock baggy for Parent/Guardian.

HOW CAN YOU LEARN MORE ABOUT SPECIFIC MEDICATIONS

As you administer medications to your client, employees must know all of the information about the medication the client is taking and any possible reactions/interactions with the medications. Below are two ways in which you can obtain additional information.

- 1) Ask the parent or legal guardian for information first. AFFINITY FAMILY CARE will also provide information on any questions employees have about medications they are being asked to administer.
- 2) The pharmacist can help explain about any of the medications your consumer may take. If you do not understand the directions or possible side effects/interactions, call the pharmacist. On each prescribed medication the pharmacy number is listed. If in doubt, call any pharmacy and ask specific questions.
- 3) The consumer's doctor or doctor's medical staff may also help with medication information.

DOCUMENTATION ON MEDICATION LOG

Documentation of medication administration **MUST BE** kept for each consumer utilizing the Affinity Family Care Medication Log Form. The Medication log must have the following before turning into Affinity Family Care:

- 1) The Client's Name
- 2) The Parent/Guardian's Name

DOCUMENTATION ON MEDICATION LOG Continued:

- 3) Provider Name (your name)
- 4) Support Coordinator Name (Affinity Family Care can provide to you)
- 5) The Month and Year of the Log
- 6) Medication - the type/name of medication
- 7) Dosage - the dosage given according to the physician's orders
- 8) How Administered - self, provider, spoon, syringe, over applesauce, etc.
- 9) Time of Day AM or PM - specific time administered
- 10) Any Special Instructions you were given by the Parent/Guardian
- 11) Place an "X" on the day of the month medication is administered.
- 12) Provider MUST sign, print and date the form
- 13) Parent/Guardian MUST sign, print and date the Form
- 14) If client is over the age of 18, they can sign the form.

MEDICATION LOGS ARE DUE ON THE 1ST OF EVERY MONTH BY 5:00PM

You may fax a copy of the log, however the original must be received within 5 business days.

Keep all medication logs in the client's home. Employee can only remove the logs to submit to Affinity Family Care. Affinity Family Care must have originals for their records.

DUE 1ST DAY OF EACH MONTH BY 5:00PM

AFFINITY FAMILY CARE MEDICATION LOG

CLIENT NAME: _____ PARENT/GUARDIAN NAME _____

PROVIDER: _____ SUPPORT COORDINATOR _____

MONTH _____ YEAR _____

MEDICATION:		DOSAGE:		HOW ADMINISTERED:												TIME OF DAY AM/PM:		SPECIAL INSTRUCTIONS/COMMENTS:												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PLACE AN "X" ON THE DAY OF THE MONTH MEDICATION IS ADMINISTERED

MEDICATION:		DOSAGE:		HOW ADMINISTERED:												TIME OF DAY AM/PM:		SPECIAL INSTRUCTIONS/COMMENTS:												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PLACE AN "X" ON THE DAY OF THE MONTH MEDICATION IS ADMINISTERED

MEDICATION:		DOSAGE:		HOW ADMINISTERED:												TIME OF DAY AM/PM:		SPECIAL INSTRUCTIONS/COMMENTS:												
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

PLACE AN "X" ON THE DAY OF THE MONTH MEDICATION IS ADMINISTERED

PROVIDERS SIGNATURE: _____ DATE: _____

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

CLIENT SIGNATURE: _____ DATE: _____