DHS
Seniors and
People with
Disabilities

STATE-OPERATED COMMUNITY PROGRAMS   *June 1, 2002*
24-HOUR RESIDENTIAL POLICIES AND PROCEDURES   *#4.012*

HEALTH: Medical Services - Self-Administration of Medications

OAR 309-049-0075(12)

POLICY:

With ISP Team concurrence individuals will be assisted to increase their independence through the initiation of a self-administration of medication program.

PROCEDURE:

1. Obtain ISP Team concurrence to add as a training objective a self-administration program.

2. Show a sample of a task analyzed self-administration program (see sample attached).

3. Initiate the individualized self-administration program maintaining data. A individual may not meet all the criteria for complete independence, but successful completion of any steps will have increased the degree of independence of the individual. Documentation that must be maintained in the medical notebook include:

   - The individualized training program and the results of that training.

   - The individuals record of self-administration of medications. (This may be the standard Medication Administration Record or another type of record developed while planning the individualized program.)

   - Staff's record of monitoring the individual's abilities. When a individual has demonstrated an ability to self-administer medications, without an error, for one month, staff supervision may be decreased from monitoring each dose to monitoring once a day, then monitoring once a week.

4. If a individual successfully completes the program retraining must occur whenever:

   - A new medication is added;

   - A medication is deleted;

   - The dosage is changed; or

   - The time of delivery is changed.

5. If an individual has successfully completed the program, his/her medications may be kept in a locked place unavailable to other individuals and stored as prescribed.

Approved by: _____ Date: _____
            Jon Cooper, Director

■ *See "Form Search Directions" at beginning of binder.*
Check the "Forms Server" for the <u>most current version</u> as forms are updated regularly.

4.012 Health: Medication Self-Administration (forms)

Attach	DHS #	Name:	Date	Mandatory/Tool
		Self-Administration of Medications	12/01	Tool
	4573	Medication Administration Record (MAR)	04/08	Mandatory
	4630	Medication Incident Report *(Pads available at Central Office)*	10/08	Mandatory
	4621	Addendum to Physician Orders Medication Administration Irregularities Physician's Directions	09/09	Mandatory
	4571	Psychotropic Drug Record	11/09	
	4570	Individual Narcotic Count Sheet *(Keep 6 months/ destroy)*	01/07	
	4590	Drug Disposal Sheet	03/10	Mandatory
	4663	Medication Administration Accountability Sign-Off Sheet	09/09	4.012 Mandatory
	4576	Physician Visit Orders	06/07	Mandatory
	4571	Psychotropic Drug Record	11/09	Mandatory

Policy research table: 4.011 Health: Pharmacy Adverse Effects safeguards

OAR	Issue/Description:	Research reference materials / Contacts/links:
309-049-0075 (12) 411-325-0120 (6) (7) p. 24 http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_325.html (1c) Medication Storage (1f) Disposal (5) Medication Admin. Records	(6) Self-administration of medication. For individuals who independently self-administer medications, there must be a plan as determined by the ISP team of the period monitoring and review of the self-administration of medications. (7) Self-administration medications unavailable to other individuals. The program must ensure that individuals able to self-administer meds. Keep them in a secure locked container unavailable to other individuals residing in the same residence and store them as recommended by the product manufacturer.	• Medication Administration Manual
SOCP overlap policies:	• 2.010 Training • 4.004 Health: Medical	• 4.006 Controlled Medications • 4.007 Individual Health Care	• 4.010 Medication disposal
FORMS / TOOLS:	4573 Medication Administration Record (MAR) 4630 Medication Incident Report (MIR) 4621 Addendum to Physician's Directions: Medication Administration Irregularities (MAR)	4590 Drug Disposal Sheet 4663 Medication Administration Accountability Sign-off Sheet