

Responsibilities with Med Passing

SAFETY is main concern

- ALWAYS wash your hands
- DISINFECT your "pass area"
- All staff must be FULLY TRAINED



- GUARDIAN CONSENT must be signed
- FOLLOW Policies & Procedures

Medications



 Know the medication, the diagnosis, treatment, prevention, side effects, and adverse side effects

 NEVER crush medication or open capsules without a physician's order

 Always explain and inform the individual what the medication is intended to do

REMINDES

Refusals

- Any person has the right to refuse medication
- ✓ Never force a person to take their meds
- A refusal must be reported and recorded accurately

Check the "5 Rights"



Medication perform the 3 checks



Person the person should come to the "pass area"



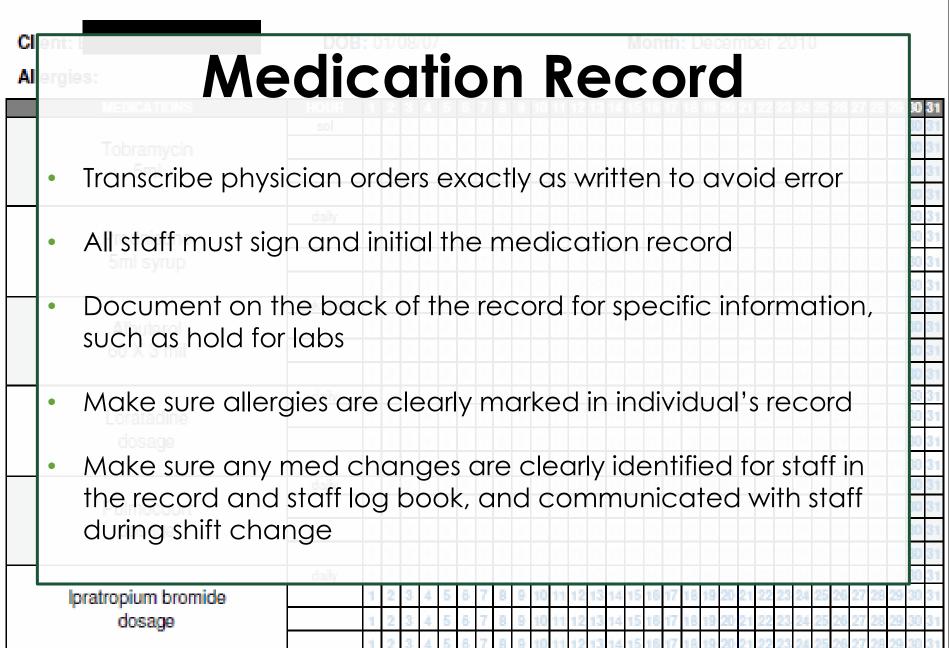
Dose one tablet vs. two tablets check milligrams



• Route oral, topical, rectal, injectable



• Time pass at the right time according to physician's orders



Three Checks

Always check the med to the med sheet to ensure accuracy

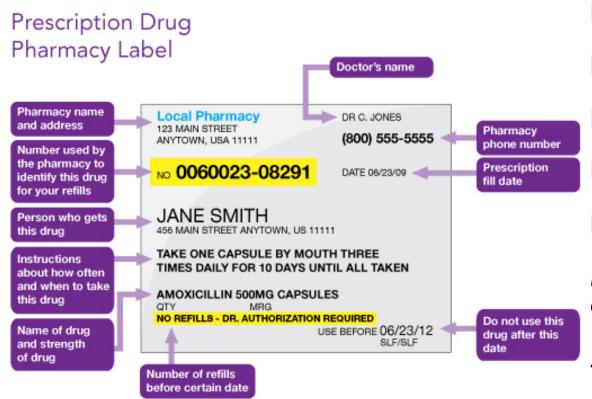
- 1. Check container before removing it from med room or cabinet
- 2. Check medication before removing container
- 3. Check container before returning it to storage area







Prescription Labels



Pharmacy name/info

Person's name

Date the Rx was dispensed

Doctor's name and Rx #

Directions for use

Medication name, brand and/or generic

Amount dispensed

Strength & Dosage of med and/or special instructions

Medication Storage Do's & Don'ts



DO

- Keep medications locked at all times
- Keep refrigerator medication in a locked box in refrigerator
- Keep medication storage neat & orderly at all times
- Ensure medication storage has adequate space & sufficient lighting

DON'T

- Remove meds from original container
- Store meds near heat
- Let anyone have med keys except "Med Passer"





Medication Storage



Phone / Hold Orders

Only a licensed Pharmacist or RN may receive a phone order, remind the doctor's office they must send the order to the pharmacist

You may be instructed by a physician to discontinue or hold a medication over phone, but ask them to fax a copy of the order to you – you **MUST** have it in writing.

MARTIN R. ROBERTS, M.D. CHILDREN'S HOME SOCIETY 24 IMPERIAL DRIVE SELDEN, NY 11784 TEL: (631) 696-4900 FAX: (631) 696-4901	
ADDRESS	DATE
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	(SIGNATURE)

How to Avoid Medication Errors

- Stay alert & avoid distractions
- ✓ Follow the 5 Rights of Medication passing errors occur when one of the rights has not been followed
 - Wrong time, person, dose, med, or route
- Never pass meds prepared by another person



Report all errors immediately to the doctor and supervisor!

Medication Errors

- An Incident Report is required
 - If the individual refuses multiple times, one incident report can be sent at the end of the week
- Call doctor and, if necessary, take to the hospital for further instructions



LOA Medications

- Explain to the Pharmacist and obtain 2 separate containers for home visits or program
- Share the medication information and side effects with the parties
- Never dispense the medication yourself: only pharmacists dispense medication
- Individuals are not to transport medications unless it is specified in the plan of service
- Individuals should never transport medication on the bus system to program

Medication Disposal



- Record all medication disposals
- Follow your agency's disposal protocols
- Discontinued medication and contaminated medication must be stored separately and be locked
- Always confirm disposal of meds with a witness

Standing Med Orders (SMO)

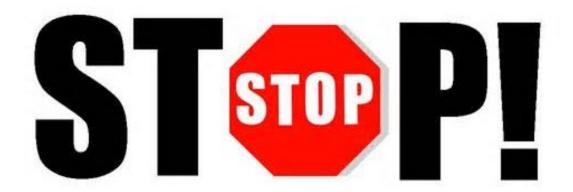
 SMO's are non-emergency conditions. They provide additional information for the common cold, constipation, diarrhea, vomiting and / or abrasions

 SMO's must be signed by the primary doctor and dated, and require an annual update and /or at anytime changes occur









STOP IF:

- Medication record is missing or incorrect
- Pharmacy label is missing or incorrect
- Five Rights have not been followed
- Individual refuses medication
- Medication appears different in size, shape, or color
- Individual has adverse effects or unusual behavior

If you have any doubts, check it out before passing the med!

Never



- Call medication candy
- Cut an un-scored tablet
- Force an individual to take a medication
- Take medication orders over the phone (unless to hold or discontinue)
- Leave medications unlocked or unattended
- Re-label a bottle



- Use a medication order for one individual to treat another individual
- Mix medications together unless directed to do so by the prescriber.
- Pour medication from one bottle to another
- Give any medication that has not been prescribed by a licensed professional