

Manual of Administration

TOPIC: Medication	SUBJECT: Procedure for Support	Code: MD180
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PURPOSE: To outline support workers' responsibilities when supporting individuals to take their medications as prescribed.

POLICY: Avenue II staff DO NOT administer medication. They support the individual by assisting them to take medication(s) prescribed by a physician.

PROCEDURE:

- 1) Upon arrival support staff is responsible to read and review each individual's:
 - a) Medication/Treatment sheet to ensure medication times for that shift
 - b) Information sheets/profiles
 - c) Log notes
 - d) Medical information notes for current medication status

- 2) When supporting an individual to take his/her medication, the support worker must:
 - a) Ensure correct individual is to receive correct medication
 - b) Verify the correct medication and dosage prescribed is in the blister pack, visually verifying each time the person is supported
 - c) Ensure the medication is taken at the prescribed time
 - d) Verify that each medication being taken/applied is currently prescribed by the doctor
 - e) Review if medication is taken orally/by inhalation and/or applied topically as prescribed
 - f) Ensure he/she is familiar with the individual's support strategies for medication
 - g) Be knowledgeable of all medication the individual has been prescribed, possible side effects and contraindications

- 3) If all of the above in 2 are correct, the support worker will:
 - a) Ensure the proper materials/equipment is used (i.e. spoons, water, gloves, food, etc.)
 - b) Inform the individual verbally that it is time to take his/her medication or do treatments.
 - c) Promote the individual's independence with medication(s) and treatment(s), i.e., hand over hand, physical prompts, verbal prompts, etc.

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- 4) After the individual has taken medication or the completed treatments, the support worker must:
 - a) Ensure the individual has ingested/swallowed the medication
 - b) Ensure all treatments have been completed as per instructions
 - c) Ensure the remaining medication is safely stored
 - d) Sign the Medication/Treatment sheet as per policy MD 031

- 5) If errors are noted, follow Policy MD 120.

- 6) When supporting an individual to prepare medication prior to the prescribed time using a dosette/pill reminder, the support worker will:
 - a) Follow all steps above as applicable and mark the Medication Treatment Sheet with the appropriate code.
 - b) If the support worker will not be observing the individual taking his/her medication, "O" for other will be recorded on the Medication/Treatment sheet and an explanation will be written in the comments section.
 - c) If the support worker will observe the individual taking his/her medication, he/she will sign the Medication/Treatment sheet upon return to the individual's home that day.

- 7) When supporting an individual to prepare medication for holidays/vacations, the support worker will:
 1. Prepare dosette, or
 2. Order blister paks (if appropriate)

The support worker will document on the medication/treatment sheet with:

1. "F" for visiting family/friends, or
2. "O" and an explanation will be written in the comments section.

