TOPIC:	SUBJECT:	Code:	MD031
Medication	Medication Documentation	**Date of Issue:**	March 1995
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PURPOSE: To outline the procedure on Medication Documentation

MEDICATION TREATMENT SHEET:

1. Where available the pharmacy printed Medication Administration Record (MAR) Sheet is to be used to document. When the pharmacy does not print MAR sheets, the documentation will be on the generic Avenue II Medication/Treatment Sheet.

   All records will include:

   - Name of Individual
   - Medication/Treatment and description
   - Dosage
   - Hour(s) given
   - Physician's name
   - Medical Conditions/Allergies
   - Contraindications
   - Support Worker name and initial section

2. The MAR/Medication/Treatment Sheets are a documentation of medication that is taken (swallowed, applied etc.) by the individual.

3. If an individual is self-medicated, a current MAR/Medical/Treatment Sheet and Medical/Treatment Profile with all pertinent information shall be kept for reference.

RESPONSIBILITY OF SUPPORT WORKER:

1. To ensure the MAR Sheet are accurate with the current medication(s). If there is medication listed that has been discontinued, the Support Worker will contact the pharmacy to request it to be removed. The Support Worker will cross out the medication and write discontinued for the remainder of that month.

Lipitor 2mg White Round Tablet	DG	DG	DG	DG	Discontinued May 16/15					

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2. It is recommended that the times of medication taken on MAR/Medical/Treatment Sheet are highlighted.

<div style="text-align:center">

For example: 0800/8 am highlighted in pink
1200/12 pm highlighted in green
1600/4pm highlighted in yellow
2000/8pm highlighted in blue

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3. Each time medication is taken/applied, the MAR sheet/Medication/Treatment Sheets are to be signed IMMEDIATELY after supporting the individual.

<u>WHEN MEDICATION IS REFUSED:</u>

4. Staff will provide the individual with information/consequences of refusing medication in order that the individual may make an informed choice to take medication or not.

   4.1. The pharmacy is to be contacted for direction and consequences of missed medication each time it occurs. The Support Worker is responsible to complete a contact sheet and document in the daily log.

   4.2. All refused medication will be recorded on an incident report and reported to the Manager/On Call Supervisor.

   4.3. The MAR/Medication Treatment Sheet will completed using the applicable code located on the sheet.

<u>NEW PRESCRIPTIONS:</u>

5. When new prescriptions are prescribed during the current month, including short term medications, e.g. antibiotics, the Support Worker will add it to the MAR/Medical Treatment Sheet. To indicate the start date, a line will be put through blocks of dates already gone by, as seen in diagram. For short term medication when start and end date are known, a line will be put through to start and end as seen in diagram.

		16	17	18	19	20	21	22	23	24	25	26	27	28
Amoxil 250mg Yellow/orange capsule	0800						DG	DG	DG	DG	DG	DG	DG	
	1600						DG	DG	DG	DG	DG	DG	DG	
	2000						DG	DG	DG	DG	DG	DG	DG	