



**AVENUE II COMMUNITY PROGRAM SERVICES**  
(THUNDER BAY) INCORPORATED

TOPIC: Medication	SUBJECT: Psycho-tropic or Behaviour Altering PRN Medication	Code: MD135
		Date of Issue: November 2002
		Revised: September 2017
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**Manual of Administration**

**Purpose:** To clearly outline how an individual can access a prescribed PRN medication that is psycho-tropic or behaviour altering. This is not for medication that is for a specific appointment or event.

**Definition of PRN:** as needed or as situation requires.

**Responsibilities:**

**Staff:**

1. When the individual exhibits symptoms outlined in the PRN protocol behavior support plan to access a PRN medication, the staff must call a Manager or On-Call Supervisor for authorization to offer the medication.
2. If the Manager or On-Call Supervisor approves the PRN the staff must then ask the individual if they would like to take it.
3. Record the outcome on the PRN Record Sheet in medication section of their binder (Policy SS 007) and complete an incident report.

**Manager**

1. Manager will ensure PRN protocol information (Policy MD010) is copied to Central file On Call and to the team.
2. When receiving a call requesting authorization for a PRN medication.
  - a. Check the individual's Central File to ensure that the PRN medication is as instructed by the physician.
  - b. Record on the PRN Medication Record Sheet:
    - I. The date and time.
    - II. Name of medication and dosage or the fact that it was not authorized.
    - III. Reason for PRN medication or reason it was not authorized.
    - IV. Signature.

**TOTAL INCLUSION THROUGH PEOPLE**

*Live, Learn, Succeed*

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- c. Record information in notes to go to On-Call to ensure there is an ongoing record of all PRN medications authorized.
- d. Update Central File information from On-Call if any PRN medication authorizations take place outside of normal office hours.

**On-Call**

- 4. When a call is received by staff to authorize a PRN medication, On-Call will:
  - a. Review reasons for and record as per 2b.
  - b. Inform a Manager of the call and outcome when the office reopens.



## Record of PRN Support and Monitoring

Client: \_\_\_\_\_ Unit: \_\_\_\_\_

<b>TOPIC:</b> Support Services And Medication	<b>SUBJECT:</b> Psycho-tropic or Behaviour Altering PRN Medication	<b>Code:</b>	MD135
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Date	Time	Medication and Dosage	Reason	Describe Behaviour and Effectiveness**			Staff Signature	Behaviour Therapist and Management Meetings Date and Comments	Physician Review Date and Comments
				10 min. later	30 min. later	1 hr. later			

\*\* Physical (awake, asleep) Emotional (alert, agitated, calm)