



Manual of Administration

TOPIC: Medication	SUBJECT: Receiving Blister Pac(s) or Treatments and Expired Medication Check	Code: MD170
		Date of Issue: February 1995
		Revised: October 2019
		Page 1 of 2

PURPOSE:

The procedure to reorder and check for accuracy of medications received and to ensure the individual has an adequate supply of medication and check all prescription and over the counter medication for expiry dates.

DEFINITION:

PRESCRIBED MEDICATIONS - Any medication prescribed or directed for use by a physician. Prescription medication may come in the form of pills, cream, liquid, etc. It can also include any over the counter products ordered such as, but not limited to, Multi-Vitamins, Hydrocortisone Cream, Nizoral Shampoo.

PROCEDURE FOR RE-ORDERING:

1. Support Workers will ensure that medication or treatment has been re-ordered and confirm the delivery date with the pharmacy 3-5 days prior to the end of the supply by telephone or in person.
2. The Support Worker will record contact with the pharmacy on a Contact Sheet.

PROCEDURE FOR RECEIVING BLISTER PAC(S) OR TREATMENTS

1. The Support Worker will ensure the blister pac or treatment is for the correct individual.
2. The support worker will confirm the correct medication has been prescribed using Medication Treatment Profile, medical notes as per physicians' orders and ensure it is correctly listed on the prescription receipt and label.
3. Support Worker will check the incoming blister pac(s) or treatment using the receipt or label. The prescription receipt or label gives the name of medication, dosage, repeats, number of tablets packaged, description of medication and physician's directions.
 - a. The Support Worker will then complete the Blister Pac Checklist form.

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		Page 2 of 2

- b. If there is an error in the blister pac(s) or treatment the Support Worker is responsible to notify the pharmacy, e.g. wrong medication, pill missing. The blister pac or treatment will need to be returned to the pharmacy to be corrected. A Contact Sheet is to be completed.
 - c. The support worker will ensure the blister pac or treatment correspond with the current MAR sheet provided by the pharmacy. If incorrect, the pharmacy is to be contacted for an updated current MAR sheet. If not using the pharmacy MAR sheet, the support worker is responsible to accurately complete on the Avenue II Medication Treatment Sheet.
4. Upon completion of the Blister Pac(s)/ Treatment Checklist, the Support Worker will ensure the medication(s) is stored in the designated location.
5. The Blister Pac/Treatment Checklist documents:
 - a) Date of delivery
 - b) Medication name and description
 - c) Dosage
 - d) Instructions
 - e) Quantity
 - f) Repeats
 - g) Staff initials
 - h) Expiry Check

Expiry Dates:

1. The support worker will check all prescription medication on hand to ensure they have not passed the expiry date. Expired products will be disposed of as per policy MD030 – Disposal of medication.
2. The support worker will initial on the Blister Pac/Treatment Checklist after completing in the check in the Expiry Check Column.