



## Manual of Administration

<b>TOPIC:</b> Medication	<b>SUBJECT:</b> Procedure for Support	<b>Code:</b> MD180
		<b>Date of Issue:</b> March 1995
		<b>Revised:</b> October 2019
		<b>Page 1 of 3</b>

**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.

**At the start of each shift the Support Worker is responsible to:**

1. Review medication times for shift working.
2. Review logs, medical notes, information sheets and profiles for current medication and medical status.
3. Familiarize self with individual support strategies.
4. Familiarize self with all medications prescribed, what it is prescribed for and possible side effects.

**To support an individual to take medication the Support Worker will:**

1. Ensure the medication/blister pack is for the correct person.
2. Ensure the correct medication and dosage is in the blister pack.
3. Ensure proper materials/equipment are available for use i.e. medication cup, glass of water, food, spoon.

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		<b>Page 2 of 3</b>

4. Check to ensure medication is NOT past expiry date.
5. Ensure that the medication is being taken at the time prescribed.
6. Ensure medication is taken by the appropriate route- orally, topical (creams), drops.
7. Inform the person supported that it is time to take his/her medication.
8. Promote independence with medications/treatments i.e. hand over hand, verbal prompts, partial participation.
9. Ensure all medication has been ingested/swallowed and treatments applied.
10. Sign Medication /Treatment/ MAR sheet immediately after in the correct box that corresponds with the date, time and medication taken.

**Preparing medication to take outside of the home (single dose or for holidays/vacations) the Support Worker will:**

1. Ensure all medication is in the pharmacy labelled blister pack/pill vial with:
  - a. Person's name
  - b. Name of medication, dosage and directions
  - c. Prescribing physician's name
2. Complete the Medication/ Treatment/ MAR sheet with the appropriate code.
3. If the support worker is present when person takes their medication and accompanies them back home they will sign the Medication/Treatment, MAR sheet upon return.

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		<b>Page 3 of 3</b>

**An individual arriving to support with Avenue II Community Supports and requires medication support i.e. CLS/ESS support the Support Worker will:**

1. Ensure all medication is in the pharmacy labelled blister pack/vial with:
  - a. Person's name
  - b. Name of medication, dosage and directions
  - c. Prescribing physician's name
  
2. Complete an Avenue II Medication/Treatment Sheet and sign immediately after supporting the individual to take the medication. Submit the Medication/Treatment Sheet to the Manager at the end of each month.

Medication errors will be reported as per policy MD120.

Medication disposal will be reported as per policy MD030.