

## BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

<b>Chapter: 6</b>	<b>Medication Management</b>		
<b>Section: 2</b>	<b>Administration</b>		
<b>Topic: 2</b>	<b>Administration of Elixirs (Liquid Medication)</b>		
<b>Page: 1 of 3</b>	<b>Supersedes Date:</b> <b>Pol:</b> <b>Proc: 2-17-04</b>	<b>Approval Date:</b> <b>Pol: 3-18-04</b> <b>Proc: 7-25-08</b>	<i>Board Chairperson Signature</i>
			<i>Chief Executive Officer Signature</i>
<b>Note: Unless this document has an original signature, this copy is uncontrolled and valid on this date only: 9/6/2024. For Controlled copy, view Agency Manuals - Medworxx on the BABHA Intranet site</b>			
<b>Policy applies to: 6-2-1, 6-2-2, 6-2-3, 6-2-4, 6-2-5, 6-2-6, 6-2-7, 6-2-8, 6-2-9</b>			

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### Policy

Bay-Arenac Behavioral Health (BABH) is fully committed to carrying out its services in a manner consistent with its Mission, Vision, Values, and Strategic Plan, including the safe use and administration of medications.

### Purpose

This policy and procedure is established to ensure appropriate standards and practices are enforced and maintained regarding the administration of medications.

### Applicability

- All BABH Staff  
 Selected BABH Staff, as follows: Clinical Management, Ancillary Care (RN, LPN, Psych., etc.), and Primary Care (Case Mgmt., SC, OP, ES)  
 All Contracted Providers:  Policy Only  Policy and Procedure  
 Selected Contracted Providers, as follows: Community Living Supports/Supported Independent Housing Providers, Residential Providers, Contract Nursing Providers, and Day Program Providers.  
 Policy Only  Policy and Procedure  
 BABH's Affiliates:  Policy Only  Policy and Procedure  
 Other:

### Definitions

N/A

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### Procedure

To administer elixirs (liquid medications) safely, effectively and efficiently, the following steps must be taken:

1. Check medication administration record/order to see right time and right medications to be given
2. Clean and disinfect work area, if appropriate
3. Wash or disinfect hands
4. Gather all necessary equipment (use a labeled medication cup, syringe, if appropriate)
5. Locate the right medications and perform the first of the triple checks (quick review of what and/or how many medications are to be administered)
6. Perform the second of the triple checks which is the in-depth review of the 5 Rights (right medication, dose, route, person, and time) by checking the medication label against the medication administration record and place first initial of first name on medication administration record
7. Perform a safety check of medications (breaks, cracks, chips, discoloration)
8. Lock medication storage area or keep supervised while medications are given
9. Place cap upside down to avoid contamination
10. Pour medicine at eye level from unlabeled side
11. If measuring less than 5 cc's, use a syringe (never insert syringe into bottle)
12. Read viscous solutions at the edge of the cup (not center/middle)
13. Wipe off excess before replacing top
14. Identify that you have the right person (use 2 unique identifiers)
15. Explain reason for the medications or any procedure you are doing
16. Administer the medication to the person
17. Remain with person until medications are swallowed (oral check)
18. Wash or disinfect hands after procedure
19. Perform third check of the triple checks (review medication administered) and place first initial of last name on medication administration record
20. Observe, report and record response from person or anything unusual regarding medications just administered

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### Attachments

N/A

### Related Forms

N/A

### Related Materials

N/A

### References/Legal Authority

Joint Commission

SUBMISSION FORM				
AUTHOR/ REVIEWER	APPROVING BODY/COMMITTEE/ SUPERVISOR	APPROVAL /REVIEW DATE	ACTION (Deletion, New, No Changes, Replacement or Revision)	REASON FOR ACTION - If replacement list policy to be replaced
M. Bartlett	M. Bartlett	07/25/08	Revision	To ensure language is appropriate to Joint Commission and NPSG standards
M. Bartlett	M. Bartlett	08/17/09	No changes	Review only
S. VanParis	J. Kreiner	06/01/15	No changes	Triennial review
S. VanParis	J. Kreiner	6/7/18	No changes	Triennial review
S. Van Paris	S. Van Paris	8/31/21	No changes	Triennial Review
S. VanParis	S. Van Paris	7/31/24	No changes	Triennial Review