

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Care and Treatment Services		
Section: 2	Health and Medications		
Topic: 5	Administration of Injectable Medications (Includes Subcutaneous Injections)		
Page: 1 of 4	Supersedes Date: Pol: Proc: 7-25-08, 2-17-04	Approval Date: Pol: 3-18-04 Proc: 8-31-2021	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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.			
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			

DO NOT WRITE IN SHADED AREA ABOVE

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, Day Program Providers and Non-Substance Abuse Physician Providers.
 - Policy Only Policy and Procedure
- BABH's Affiliates: Policy Only Policy and Procedure
- Other:

Definitions

N/A

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Care and Treatment Services		
Section: 2	Health and Medications		
Topic: 5	Administration of Injectable Medications (Includes Subcutaneous Injections)		
Page: 2 of 4	Supersedes Date: Pol: Proc: 7-25-08, 2-17-04	Approval Date: Pol: 3-18-04 Proc: 8-31-2021	<hr style="border: none; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i> <hr style="border: none; border-top: 1px solid black;"/> <i>Chief Executive Officer Signature</i>
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.			
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			

DO NOT WRITE IN SHADED AREA ABOVE

Procedure

To administer injectable 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 (alcohol swab, needle with syringe, band aid, gloves, etc.) Do not prepare medication ahead of time
5. Check the current order in the electronic record. (BABH nurses should check this in real time when administering injections.)
 - a) BABH nurses will use a second nurse or Medical Assistant to verify for any consumer that is prescribed more than one injection to ensure that the correct medication is being given at the correct time/date.
6. Locate the right medication and perform the first of the triple checks (quick review of what and/or how many medications are to be administered) and compare to current order.
7. Perform the second of the triple checks which is the in-depth review of the 5 Rights (right medication, dose, route, person, and time)
8. Perform a safety check of medication (breaks, cracks, chips, discoloration) and ensure the vial is not expired
9. Lock medication storage area or keep supervised while medication is given
10. Identify that you have the right person (use 2 unique identifiers) (if at all possible, have person come to you or staff bring to you)
11. Explain reason for the medication or any procedure you are doing
12. Apply disposable gloves as appropriate
13. Swab off the vial with an alcohol swab
14. Draw air into the syringe, inject into the vial, and remove appropriate dose at eye level or prepare medication as directed.
15. Have the person expose the appropriate area for injection
16. Clean appropriate area with the alcohol swab

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Care and Treatment Services		
Section: 2	Health and Medications		
Topic: 5	Administration of Injectable Medications (Includes Subcutaneous Injections)		
Page: 3 of 4	Supersedes Date: Pol: Proc: 7-25-08, 2-17-04	Approval Date: Pol: 3-18-04 Proc: 8-31-2021	<hr/> <i>Board Chairperson Signature</i> <hr/> <i>Chief Executive Officer Signature</i>
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.			
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			

DO NOT WRITE IN SHADED AREA ABOVE

17. Inject medication, remove needle from site, and apply pressure with the alcohol swab
18. Apply band aid, if needed
19. Remain with person to ensure no apparent bleeding
20. Dispose of syringe in appropriate container
21. Remove gloves and wash or disinfect hands
22. Perform *third check of the triple checks* (review medications administered) and place first initial of last name on medication administration record (done only after medications are taken or given)
23. Observe, report, and record response from person or anything unusual regarding medications just administered
24. As an added precaution, for any consumers that are prescribed more than one injectable medication: Upon delivery of the medication, the nurse or medical assistant will place a brightly pink alert tag on the medication box exterior as a visual reminder that a second staff is necessary to verify the correct medication and time prior to administration.

Attachments

N/A

Related Forms

BABHA Educational Tool, "Intramuscular Injection" (the G drive-BABH- Madison Clinic- Nurses Training)

Related Materials

N/A

References/Legal Authority

Joint Commission

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Care and Treatment Services		
Section: 2	Health and Medications		
Topic: 5	Administration of Injectable Medications (Includes Subcutaneous Injections)		
Page: 4 of 4	Supersedes Date: Pol: Proc: 7-25-08, 2-17-04	Approval Date: Pol: 3-18-04 Proc: 8-31-2021	<hr style="border: none; border-top: 1px solid black;"/> <i>Board Chairperson Signature</i> <hr style="border: none; border-top: 1px solid black;"/> <i>Chief Executive Officer Signature</i>
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.			
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			

DO NOT WRITE IN SHADED AREA ABOVE

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	
M. Bartlett	M. Bartlett	08/17/09	No Changes	Reviewed only
S. Van Paris	J. Kreiner	06/01/15	No changes	Triennial review
S. Van Paris	J. Kreiner	6/7/18	No changes	Triennial review
S. Van Paris	S. Van Paris	8/31/21	revised	Include requirement for second staff to check meds for consumers taking more than 1 injection. Added reference to Injectable teaching tool.
S. VanParis	S. Van Paris	7/31/24	No changes	Triennial Review