

**BAY-ARENAC BEHAVIORAL HEALTH
POLICIES AND PROCEDURES MANUAL**

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 7	Administration of Topical Medications		
Page: 1 of 3	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 7-25-08	Board Chairperson Signature Chief Executive Officer Signature
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, and Day Program Providers.
- Policy Only Policy and Procedure
- BABH's Affiliates: Policy Only Policy and Procedure
- Other:

Definitions

N/A

Procedure

To administer topical medications safely, effectively, and efficiently, the following steps must be taken:

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1. Check medication administration record/order or treatment record 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 (applicator, tongue blade, or Q-tip as 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 or treatment record and place first initial of first name on medication administration record
7. Perform a safety check of medications (breaks, cracks, chips, discoloration)
8. If removing topical from container, insert applicator only once to avoid contamination
9. Apply gloves as appropriate
10. Lock medication storage area or keep supervised while medications are given
11. Identify that you have the right person (use 2 unique identifiers)
12. Explain reason for the medications or any procedure you are doing
13. Administer or apply the medication as directed
14. Apply dressing or bandage as appropriate
15. Remove gloves, wash or disinfect hands after procedure
16. Perform third check of the triple checks (review medication administered) and place first initial of last name on medication administration record or treatment record
17. Observe, report, and record response from person or anything unusual regarding medications just administered

Attachments

N/A

Related Forms

N/A

Related Materials

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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	Reviewed 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