

BAY-ARENAC BEHAVIORAL HEALTH POLICIES AND PROCEDURES MANUAL

Chapter: 6	Medication Management		
Section: 2	Administration		
Topic: 10	Oral Medication Administration – Basic Practices		
Page: 1 of 3	Supersedes: Pol: Proc: 2-17-04, 7-28-98	Approval Date: Pol: 3-18-04 Proc: 7-25-08	<hr/> <i>Board Chairperson Signature</i> <hr/> <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: 6-1-7, 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			

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Policy

It is the policy of Bay-Arenac Behavioral Health (BABH) to be fully committed to carrying out its services in a manner consistent with its Mission, Vision, Values, and Strategic Plan, to include 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

Procedure

To pass oral medications effectively and efficiently, the following steps must be taken:

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1. Check medication administration record/order to see right time and right medications to be given
2. Clean & disinfect work area, if appropriate
3. Wash or disinfect hands
4. Gather all necessary equipment (water, medication cup, spoon etc)
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 med, dose, route, consumer and time) and place the medications one at a time in the cup for distribution (run finger inside of bubble pack to ensure bubble is empty, place first initial of first name on medication administration record after each med)
7. Perform a safety check of medications (breaks, cracks, chips, discoloration)
8. Lock medication storage area or keep supervised while medications are given
9. Identify that you have the right person (use 2 unique identifiers)
(If at all possible, have consumer come to you or staff bring to you)
10. Explain reason for the medications or any procedure you are doing
11. Position person appropriately to prevent choking
12. Administer the medications to the person
13. Remain with person until medications are swallowed (oral check)
14. Wash or disinfect hands after procedure
15. 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)
16. Observe, report and record response from person or anything unusual regarding medications just administered

Attachments

N/A

Related Forms

N/A

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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	07/25/2008	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