

SOUTHERN HIGHLANDS COMMUNITY MENTAL HEALTH CENTER
POLICY AND PROCEDURE MANUAL

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Policy 148 – Substance Use Disorder Residential Treatment Medication Administration

I. MEDICATION ADMINISTRATION

A. Policy

It is the policy of Southern Highlands Community Mental Health Center to provide accurate, safe, and properly documented medication administration for all designated substance use disorder consumers. All consumers receiving services in a substance use disorder residential treatment facility have the right to be free from unnecessary or excessive medication. Medication shall not be used as punishment nor for the convenience of staff or as a substitute for programs or in quantities that interfere with the consumer's treatment program. All monitoring of consumer's medication administration shall be done in compliance with established policies and procedures.

B. Procedures

1. All consumers shall be free of unnecessary or excessive medication.
2. All prescription medications administered by SHCMHC LPNs or RNs shall be authorized by written, dated, and signed orders of a physician or others authorized by state law to prescribe medications.
3. At admission and when new prescriptions are received, the consumer will notify the nurse or staff member on duty of all medications to be administered. If the LPN or RN is not available all medications will be locked up in the Program Director's office until nurse is available.
4. All medications administered by SHCMHC nurses shall be recorded in each individual consumer's medication administration record (MAR) showing drug, dosage, route, date, and time of administration.
5. Changes in the consumer's condition after receipt of their medication, including adverse reactions, shall be noted in the consumer's record and reported to the RN.
6. Any medication prescribed to consumers shall be maintained in the nurse's office.

7. Medications shall not be administered to any consumer other than the one for whom they were prescribed. Only authorized nursing staff will be provided access to the medication cabinet.
8. Any medications being administered **MUST** be taken at their scheduled times and administered only by the LPN or RN. Any other requests will be brought to the attention of the Chief Nursing Officer immediately. Program nurses will check residents mouth after medication to ensure that they have swallowed medication.
9. Any refusal by consumers of a scheduled dose of medication will be documented on ~~both~~ the incident log and shift log and MAR by the nurse. Any cheeking, hiding, etc., of medications will lead to discharge.
10. Individually prescribed medications shall be packaged by a pharmacist in accordance with state law and shall be delivered directly to the program by the consumer. Any questions regarding the identity or validity of a medication or prescription shall be reviewed with a pharmacist. Any medication cost is the resident's responsibility. It is preferred that Genoa QOL Meds Pharmacy be used for pharmacy services because of it's close relationship and on campus location at Southern Highlands.
11. Each prescription medication shall have a separate container showing at least the consumer's name, address, date filled, physician, dosage, route of administration, frequency, amount or number of drugs dispensed, DEA number, manufacturer's name, and prescription number.
12. All medications will be administered and monitored by Southern Highlands LPN's and/or RN's. Nurses will not administer, provide, or stock any controlled medications during the residents stay. Suboxone is an exception. No over the counter medications, creams, vitamins or supplements will be permitted unless a physician's order is obtained. Any medications, including over the counter medications, creams, vitamins or supplements, that are brought in without a prescription will not be provided to the resident. Controlled substances, opiate antagonist, muscle relaxers, or stimulants are not permitted. Medications that are highly abused will not be permitted unless approved by the Medical Director / Chief Nursing Officer and the admissions committee. If a resident is on any unapproved medications at the time of admission / intake he/she will be denied admission and placed back on the waitlist until alternative medications can be prescribed. All medications must be prescribed and presented with the referral. Any medication cost is the resident's responsibility.

13. Medication errors, defined as: a) failure to administer a drug/dosage ordered by a physician; b) the administration of an incorrect dosage of medication, in the incorrect form, or by the incorrect method; c) the consumer's refusal to administer a scheduled dose of medication; d) the lack of availability of the medication to be administered, and/or adverse drug reactions are to be reported immediately by notifying the prescribing physician or Chief Nursing Officer. If any severe adverse reactions occur, staff will call "911" for transport to the local hospital emergency room. All medications of the consumer will be documented on the medication sheet and accompany the consumer to the emergency room.
14. All medications will be returned to the consumer during his/her exit interview upon leaving a Residential SUD site, including any medications discontinued during treatment. If the consumer would prefer to have the medication destroyed, the consumer will sign consent to destroy the medication and will be present when the nurse destroys the medication in the approved drug disposal apparatus.

II. MEDICAL PROCEDURES

A. Policy

It is the policy of Southern Highlands Community Mental Health Center to arrange for medical and behavioral health diagnostic evaluations as needed. This shall be indicated by request of the consumer or its need identified during the consumer's assessment.

B. Procedure

Each consumer of a Residential SUD site needing medical and/or behavioral health evaluations shall be referred for complete diagnostic evaluations. Financial responsibility for any medical or behavioral services is the responsibility of the consumer if not covered by insurance or charity care benefits.