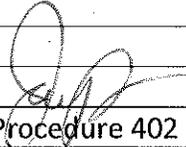




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Subject:	Medication	Page 1 of 5
Approved:	Jay Simons, Director 	Effective: 4/17/2018
Supersedes	Woodside Policy and Procedure 402	Dated: 7/1/2012

Purpose

Residents of Woodside Juvenile Rehabilitation Center are often admitted with prescribed medication or require a prescription during their stay. This policy and procedure provides guidance to staff on the process to approve and dispense medications.

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Definitions

Dispensing Medications: The placement of the appropriate dose of a medication in a container.

Policy

All medications, over-the-counter and prescription, must be reviewed by a Medical Services professional (Woodside Nurse, Contracted General Medical Doctor, and/or Consulting Psychiatrist). Medications cannot be dispensed without the express approval of a nurse or physician.

Placements from Home Settings

When a resident is admitted to Woodside from a home setting (including a foster home), and has medications with him or her, Woodside does not dispense those medications. The medication is turned over to the Woodside Nurse or, in the absence of a Medical Services professional, locked in the designated locked medication storage box on the living unit to which the resident is assigned.

The nurse will contact the resident's pharmacy or the prescribing provider to verify prescriptions.

Placements from Residential Setting

When a resident is admitted to Woodside from another residential setting with medications accompanying him or her, the medication is turned over to the Woodside Nurse or, in the absence of a Medical Services professional, locked in the designated locked medication storage box on the living unit to which the resident is assigned.

Whether or not prescribed medications arrived with the resident, the Woodside nurse will contact the facility to fax the resident's MAR to Woodside.

Consultation with Woodside Consulting Physician

Once prescriptions are verified, the Nurse will consult one of the Woodside consulting physicians prior to calling in orders for any prescription. When the Woodside consulting physician agrees that the prescription should be ordered, the physician will send a follow up email for the resident's medical chart.



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Prescriptions for Non-Controlled Substances

When the medication is not on the Controlled Substance Schedule the Nurse will order a 10-day supply of each medication prescribed. In cases where Woodside did not accept medication sent from the resident’s home, the Nurse will notify the pharmacy that a Medicaid over-ride will be required

When the resident is expected to remain at Woodside for a prolonged period and the prescription will be required during the extended stay, a larger supply may be ordered. The Nurse will place the order. The Nurse will request a call back if pharmacy encounters any obstacles to filling the order.

Prescriptions for Controlled Substances

When the prescription is for a medication on the controlled substance schedule a nurse will contact a Woodside consulting physician and request an order for an emergency three-day supply of the medication.

In cases when Woodside did not accept medication sent from the resident’s home setting, the Nurse will notify the pharmacy that a Medicaid over-ride will be required.

The Woodside consulting physician will send a written prescription to the pharmacy within 72 hours. Once written a team member of the nursing department will hand deliver the prescription to the pharmacy. The team member will request a call back if pharmacy encounters any obstacles to filling the order.

Medication Reconciliation on Weekends and in the absence of Medical Services Staff

Prescription medication will be dispensed by the Woodside Nurse. In the event of a planned nurse absence the Nurse will prepare resident medication to be passed by specially trained line staff. The Operations Supervisor ensures that an appropriately trained staff person passes the medication and makes the appropriate entry in the resident's Medication Administration Record (MAR). The Woodside Nurse will conduct a medication reconciliation as soon as feasible.

No changes may be made to dosing instructions on the medication bottles unless cleared by a member of the medical team.

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If there is a medication question / concern a member of the Woodside Medical Team will contact the prescribing physician, parent, or Family Services Worker to seek further information.

Storage of Prescription Medications

All prescription medications, regardless of the form, are to be kept in the designated locked cart or cabinet on the living unit where the resident is assigned. If a resident is to be responsible for over-the-counter topical medication, it will be noted on the MAR.

Procedure for Dispensing Medication

It is the responsibility of the Woodside Nurses to dispense medications. When the nurse plans to be absent, the nurse will dispense medications to be passed by trained staff during their absence in accordance with Procedure for Providing Medication below.

Procedure for Passing Medications

A trained staff member will verify the medication against the MAR using the following criteria. It is mandatory that all five criteria are met:

1. Right name;
2. Right drug;
3. Right dose;
4. Right route - oral, topical, or rectal; and
5. Right time and frequency.

Once the verification is complete, the staff person will:

1. Verify resident identity;
2. Offer resident the medication in the cup and a full cup of water;
3. Observe ingestion of medication from the cup followed by ingestion of full cup of water;
4. Check resident's hands and mouth to ensure ingestion occurred;
5. Make the appropriate entry in the Medication Administration Record (MAR).

Medication Issues – Missing Medications, Wrong Medication Taken

Any missing medications, or other medication issues, must be brought to the attention of a Woodside Nurse and/or Woodside Physician (consulting general medical doctor or psychiatrist) as soon as possible.



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In the event that the wrong medication was offered, the Woodside Nurse Manager and/or Woodside Physician (consulting general medical doctor or psychiatrist) shall immediately be notified with all pertinent information. The recommendations must be followed as provided by medical Services and logged into resident's file.

Documenting Changes in Medication

All changes in medications will be recorded in the resident's medical file and on the MAR. Old (discontinued) orders should be labeled "discontinued".

Over the Counter Medications

PRN OTC (over-the-counter) medication will be offered as demand requires and upon the discretion of staff (not necessarily at specified medical hours).

Resident's Use of Medication Off-Site

When a Woodside resident is going to be in the community, medications that would be needed during his/her absence will be dispensed by the nurse and sent with staff or Woodside approved adult to be provided at designated time. When the resident goes to Court the medications and MAR will be sent with the transporting officer (if the officer refuses to handle the medication, such refusal is documented and medications are returned to the Nurse who will follow up with next placement.) A copy of the MAR will be placed in an envelope and sent with the youth.

Handling of Medication at Discharge from Woodside

All medications and MAR will accompany the resident upon discharge. Medication will be turned over to the resident's Family Services Worker or responsible adult. A copy of current medication sheet will also go with the resident at discharge.

Medication Disposal

Old and discontinued medication will be destroyed by the Woodside Nurse according to Federal guidelines.

Training

The Woodside Nurse will annually, and upon request, conduct in-service training or oversee the dispensation and recording of medications. Only staff who are trained by the Woodside Nurse may provide medication to residents.