



## Manual of Administration

<b>TOPIC:</b> Medication	<b>SUBJECT:</b> Receiving Blister Pac(s) / Treatments	<b>Code:</b> MD170
		<b>Date of Issue:</b> February 1995
		<b>Revised:</b> October 2017
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**PURPOSE:** To ensure the individual has an adequate supply of medication on-hand and the procedure to reorder and check for accuracy of medications received.

**DEFINITION:**

***PRESCRIBED MEDICATIONS*** - Any medication prescribed or directed for use by a physician. Prescription medication may come in the form of pills, cream, liquid, etc. It can also include any over the counter products ordered such as, but not limited to, Multi-Vitamins, Hydrocortisone Cream, Nizoral Shampoo.

**PROCEDURE FOR RE-ORDERING (IF APPLICABLE):**

1. Support Workers will ensure that medication/treatment has been re-ordered and confirm the delivery date with the pharmacy 3-5 days prior to the end of the supply by telephone or in person.
2. The Support Worker will record contact with the pharmacy on a Contact Sheet.
3. The Support Worker will support the individual to ensure the pharmacy receives/or has received his/her monthly drug card if applicable.

**PROCEDURE FOR RECEIVING BLISTER PAC(S)/ TREATMENTS**

1. Upon receipt the Support Worker will ensure it is for the correct individual.
2. Support Worker will check the incoming blister pac(s)/treatment using the label, MARS and Medical/Treatment Profile. The prescription label gives the physician's directions, dosage, repeats and description of medication. The Medical/Treatment Profile gives a current medical profile for the individual.
  - a. The Support Worker will complete the Blister Pac Checklist.
  - b. If there is a discrepancy between blister pac(s) treatment with prescription label the Support Worker is responsible to notify the pharmacy, e.g. wrong medication, pill missing. The blister pac/treatment will need to be returned to the pharmacy to be corrected. A Contact Sheet is to be completed.

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- c. If the information on the prescription label differs from the medical information and is incorrect, the Support Worker is responsible to notify the pharmacy and Manager/On-Call Supervisor of any errors. Contact Sheets and Incident Reports are to be completed.
  
3. New medication prescribed by the physician, the Support Worker is responsible to add the medication to the MAR/Medication/Treatment Sheet and update the Medical/Treatment Profile. A cross reference will be completed with the Medical Information Sheet to confirm all information is correct.
  
4. Upon completion of the Medication/Blister Pac(s) Checklist, the Support Worker will ensure the medication(s) is stored in the designated location.
  
5. The Medication/Blister Pac Checklist documents:
  - a) Date of delivery
  - b) Medication name and description
  - c) Dosage
  - d) Instructions
  - e) Quantity
  - f) Repeats
  - g) Staff initials