

Manual of Administration

TOPIC: Medication	SUBJECT: Procedure for Support	Code: MD180
		Date of Issue: March 1995
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PURPOSE: To outline Support Workers' responsibilities when supporting individuals to take their medications as prescribed.

POLICY: Avenue II staff DO NOT administer medication. They support the individual by assisting them to take medication(s) prescribed by a physician.

PROCEDURE:

- 1) Upon arrival support staff is responsible to read and review each individual's:
 - a) Pharmacy printed MAR sheet/Medication/Treatment sheet to ensure medication times for that shift
 - b) Information sheets/profiles
 - c) Log notes
 - d) Medical information notes for current medication status
- 2) When supporting an individual to take his/her medication, the Support Worker must:
 - a) Ensure correct individual is to receive correct medication
 - b) Verify the correct medication and dosage prescribed is in the blister pack, visually verifying each time the person is supported
 - c) Ensure the medication is taken at the prescribed time
 - d) Verify that each medication being taken/applied is currently prescribed by the doctor
 - e) Review if medication is taken orally/by inhalation and/or applied topically as prescribed
 - f) Be familiar with the individual's support strategies for medication
 - g) Be knowledgeable of all medication the individual has been prescribed, possible side effects and contraindications
- 3) If all of the above in 2 are correct, the Support Worker will:
 - a) Ensure the proper materials/equipment is used (i.e. spoons, water, gloves, food, etc.)
 - b) Inform the individual verbally that it is time to take his/her medication or do treatments.
 - c) Promote the individual's independence with medication(s) and treatment(s), i.e., hand over hand, physical prompts, verbal prompts, etc.

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- 4) After the individual has taken medication or the completed treatments, the Support Worker must:
 - a) Ensure the individual has ingested/swallowed all the medication
 - b) Ensure all treatments have been completed as per instructions
 - c) Ensure the remaining medication is returned to the storage area
 - d) Sign the Medication/Treatment sheet/pharmacy printed MAR sheet, as per policy MD 031
- 5) If errors are noted, follow Policy MD 120.
- 6) When supporting an individual to prepare medication prior to the prescribed time, the Support Worker will:
 - a) Ensure the medication container is in a pharmacy labelled blister pack/ pill vial with the:
 - Name of individual
 - Name of medication and dosage
 - Time to be taken
 - b) Mark the Medication Treatment sheet/MAR sheet with the appropriate code.
 - c) If the Support Worker will not be observing the individual taking his/her medication, it will be recorded as per the legend on the Medication Treatment sheet/MAR sheet, and an explanation will be written in the comments section as appropriate.
 - d) If the Support Worker did observe the individual taking his/her medication, he/she will sign the Medication/Treatment/MAR sheet upon return to the individual's home that day.
- 7) When supporting an individual to prepare medication for holidays/vacations, the Support Worker will:
 - a) Ensure the medication is in a pharmacy labelled blister pack or prescription vial (as appropriate).

The Support Worker will document on the Medication/Treatment/Pharmacy printed MAR sheet with the appropriate code.
- 8) Upon return, the Support Worker will check to ensure the medication is not there. If medication returns with client, an Incident Report is to be completed. Medication is to be disposed of as per policy MD030.