

Medication Administration/Medical Treatment Procedure

Section	Initiated	Last Update	Last Review	Related Policy/Form	Page
Program	November 2021	November 2021	November 2021		1 of 1

Purpose:

To provide guidelines to promote the health and safety of participants by ensuring the safe assistance and administration of medication and treatments or other necessary procedures.

Scope:

All Employees

Procedure:

ProAct provides medication monitoring and management for participants as needed and requested. ProAct staff members are responsible for meeting health service needs including medication-related services of eligible persons as assigned in the Coordinated Service and Support Plan and/or Coordinated Service and Support Plan Addendum. These services do not include the prescribing or dispensing of medications. All medications administered at ProAct must have a current order from a physician or qualified professional licensed to prescribe, and this medication order must be reviewed annually if it is to be continued. Unlicensed staff members must complete medication administration class taught by a registered nurse appropriate to their role and function prior to administering medication. Any medication error must be promptly reported and the appropriate remediation specific to the medication error will be implemented. As needed and requested, monitoring will be provided for individuals who self-administer medication. If medication monitoring includes physical control of medications self-administered by the participant, a physician’s order is required. This includes prescription medications, as well as over-the-counter medications or alternative medications. ProAct will not be responsible for the purchase of medications, pick up of medications from the pharmacy, nor for medication shortages at homes that may occur during times when the participant is not receiving ProAct services. Medications provided to ProAct for administration to participants during the program/work day should be brought or delivered to ProAct by the home. If that is not feasible and the medications must be sent with the participant’s transportation, then the securely closed container of medication should be given to the ProAct bus driver, who will deliver it to appropriate ProAct staff. In situations where the transportation provider is not a ProAct employee, the team will decide on the most appropriate delivery method.

All controlled substances received at ProAct, whether administered on a regular schedule or as needed (prn’s) must be counted when received, and the count documented in the participant’s record. That count must match with the number of medications administered from that supply and may also be a guide as to the need to request an additional supply in a timely fashion.

Participants will be encouraged to participate in the process of medication administration to the fullest extent of their abilities, unless otherwise noted in the Coordinated Service and Support Plan and/or Coordinated Service and Support Plan Addendum as well as the ISSA/IAAP.

ProAct will obtain written authorization from the participant and/or legal representative to administer medications or treatments, including psychotropic medications, prior to the beginning of services. This authorization will remain in effect unless withdrawn in writing; it may be withdrawn at any time. If authorization by the participant and/or legal representative is refused, ProAct will not administer the medication or treatment. This refusal will be immediately reported to the person’s prescriber and staff will follow any directives or orders given by the prescriber.



ProAct, Inc.

All medications and treatments will be administered according to this policy and procedure and Health Counseling Service's medication administration training curriculum and Health Counseling Services's Medication and Health Care Policy and Procedure Manual.