

3.5 ADMINISTERING MEDICATION POLICY

Overview

Many individuals we support, both children and adults, require medications or treatments prescribed by their healthcare providers. It is our responsibility to administer these medications safely, accurately, and with consistent attention to each person's well-being.

BACI is not involved in prescribing or dispensing medications; BACI is only responsible to ensure that:

-
- Medications are stored securely and administered according to the health care provider directions.
- Our medication administration procedures shall be in accordance with the provincial Residential Care Regulations and/or applicable licensing guidelines.
- Medications, both prescription and non-prescription, cannot be administered unless prescribed by a doctor or nurse practitioner.

Medication Administration Policy

It is an employee's responsibility to administer medications as prescribed by a physician. **Employees are not permitted to make decisions or judgments about medications prescribed by a doctor or nurse practitioner.**

Even a seemingly harmless non-prescription medication may have a potentially dangerous effect when combined with other medications that an individual is using. **Therefore, even alternative therapies, such as homeopathic or herbal remedies, cannot be administered without a doctor's written order.**

A doctor's order includes the original label from the pharmacy on the Medication Administration Record (MAR) sheet. Verbal orders from a physician are not permitted. The only exemption from the requirement of a physician's written permission for the administration of medication is that the medication is part of Emergency First Aid.

Self-Administering of medications must be approved by the Medication Safety and Advisory Committee and the doctor or nurse practitioner who prescribed or ordered the medication. There must be a clear protocol in place for monitoring and recording use of the medications and there must be a protocol in the individuals support plan. The self-administered medications must be kept in a secure place.

Medication labels must remain unaltered under all circumstances. The use of "white-out" is strictly prohibited. Highlighting may be used to draw attention to important information, provided it does not obscure any text.

Misuse of Medication Policy

The unauthorized possession or use of any individual's medication or of any medications designated for return to the pharmacy is considered theft and may result in disciplinary action up to, and including, dismissal or termination of a contract (where applicable).

The administration of prescription medications to an individual without proper authorization by a doctor, or the administration of non-prescription medications in a manner inconsistent with BACI policy and protocols shall be viewed as abuse, and may result in disciplinary action up to, and including, dismissal or termination of a contract (where applicable).

Medication Errors Policy

All medication errors made by BACI employees will be reviewed by a Manager and may result in disciplinary action up to, and including, dismissal.

Medication Incident Reports

Staff are trained to administer medication and report as per departmental requirements.

An external **Critical Incident Report** is to be completed when a person in care requires emergency care by a doctor or nurse practitioner or transfer to hospital. Internal incident reports will be completed as per the department's internal procedure.

Medication incidents are reported in BACI's annual Outcomes Report. For full information on completing a CIR regarding medication errors, please see BACI's Procedure Manual.

Linking Policies

- 1.8 Code of Ethics
- 1.11 Risk Management Policy
- 3.1 General Health & Safety Policy
- 3.3 First Aid Policy
- 3.12 Reporting Critical Incidents Policy
- 3.17 Risk Assessment Policy
- 7.6 Personal Assistance – Assignment and Delegation of Health Care Tasks