



# Annual Medication Refresher

LAPEER COUNTY  
COMMUNITY MENTAL HEALTH

# Responsibilities with Med Passing

- **SAFETY** is main concern
- **ALWAYS** wash your hands
- **DISINFECT** your “pass area”
- All staff must be **FULLY TRAINED**
- **GUARDIAN CONSENT** must be signed
- **FOLLOW** Policies & Procedures



# Medications



- All medication comes with an attached information pamphlet; keep it and refer to it
- Know the medication, the diagnosis, treatment, prevention, side effects, and adverse side effects
- **NEVER** crush medication or open capsules without a physician's order
- Always explain and inform the individual what the medication is intended to do

# REMINDER



## Refusals

- ✓ Any person has the right to refuse medication
- ✓ Never force a person to take their meds
- ✓ A refusal must be reported and recorded accurately

# Check the “5 Rights”



**R**

- **Medication** perform the 3 checks

**I**

- **Person** the person should come to the “pass area”

**G**

- **Dose** one tablet vs. two tablets check milligrams

**W**

- **Route** oral, topical, rectal, injectable

**T**

- **Time** pass at the right time according to physician’s orders



# Three Checks

Always check the med to the med sheet to ensure accuracy

1. Check container before removing it from med room or cabinet
2. Check medication before removing container
3. Check container before returning it to storage area



# Prescription Labels

## Prescription Drug Pharmacy Label



Pharmacy name/info

Person's name

Date the Rx was dispensed

Doctor's name and Rx #

Directions for use

Medication name, brand and/or generic

Amount dispensed

Strength & Dosage of med and/or special instructions



# Medication Storage Do's & Don'ts



## DO

- Keep medications locked at all times
- Keep refrigerator medication in a locked box in refrigerator
- Keep medication storage neat & orderly at all times
- Ensure medication storage has adequate space & sufficient lighting

## DON'T

- Remove meds from original container
- Store meds near heat
- Let anyone have med keys except "Med Passer"



# Medication Storage



# Phone / Hold Orders

Only a licensed Pharmacist or RN may receive a phone order, remind the doctor's office they must send the order to the pharmacist

You may be instructed by a physician to discontinue or hold a medication over phone, but ask them to fax a copy of the order to you – you **MUST** have it in writing.

DEA# G8000000 Lic. # ME 0000000

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CHILDREN'S HOME SOCIETY  
24 IMPERIAL DRIVE  
SELDEN, NY 11784  
TEL: (631) 696-4900 FAX: (631) 696-4901

NAME \_\_\_\_\_ AGE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_

**R**

\_\_\_\_\_  
(SIGNATURE)

LABEL  
REFILL 0 1 2 3 4 5 PRN

DRS -NAT PRESC T  
1-866-696-0800

# How to Avoid Medication Errors

- ✓ Stay alert & avoid distractions
- ✓ Follow the 5 Rights of Medication passing – errors occur when one of the rights has not been followed
  - Wrong time, person, dose, med, or route
- ✓ Never pass meds prepared by another person



***Report all errors immediately to the doctor and supervisor!***

# Medication Errors

- An Incident Report is required
  - If the individual refuses multiple times, one incident report can be sent at the end of the week
- Call doctor and, if necessary, take to the hospital for further instructions



# LOA Medications

- Explain to the Pharmacist and obtain 2 separate containers for home visits or program
- Share the medication information and side effects with the parties
- Never dispense the medication yourself: only pharmacists dispense medication
- Individuals are not to transport medications unless it is specified in the plan of service
- Individuals should never transport medication on the bus system to program

# Medication Disposal

- Record all medication disposals
- Follow your agency's disposal protocols
- Discontinued medication and contaminated medication must be stored separately and be locked
- Always confirm disposal of meds with a witness



# Standing Med Orders (SMO)

- SMO's are non-emergency conditions. They provide additional information for the common cold, constipation, diarrhea, vomiting and / or abrasions
- SMO's must be signed by the primary doctor and dated, and require an annual update and /or at anytime changes occur





# STOP!

## STOP IF:

- Medication record is missing or incorrect
- Pharmacy label is missing or incorrect
- Five Rights have not been followed
- Individual refuses medication
- Medication appears different in size, shape, or color
- Individual has adverse effects or unusual behavior

***If you have any doubts, check it out before passing the med!***

# Never



- Call medication candy
- Cut an un-scored tablet
- Force an individual to take a medication
- Take medication orders over the phone (unless to hold or discontinue)
- Leave medications unlocked or unattended
- Re-label a bottle
- Use a medication order for one individual to treat another individual
- Mix medications together unless directed to do so by the prescriber.
- Pour medication from one bottle to another
- Give any medication that has not been prescribed by a licensed professional



# REMINDER



If you run out of Med's or need refills Contact Genoa Pharmacy they can be reached to 810-245-4950, if it's after hours use the same number for the on-call number. **NEVER** wait until Monday especially if someone is OUT of med's.

