

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: MEDICATION ADMINISTRATION TRAVEL CLUB**

**Applies to:** All Personnel, Persons Receiving Service, Families, Advocates and Caregivers

#### **Effective/Revision Date:**

1993

April 28, 2003  
January 28, 2004  
August 11, 2005  
November 28, 2005  
January 31, 2006  
November 8, 2007  
March 6, 2008  
May 28, 2008  
May 27, 2010  
July 4, 2011  
September 12, 2011  
January 28, 2013  
May 6, 2013  
August 1, 2013  
May 30, 2014  
January 26, 2015  
June 16, 2015  
September 14, 2015  
January 16, 2017

March 27, 2017

December 13, 2017

January 15, 2018

March 26, 2018

February 25, 2019

### **TRAVEL CLUB**

#### **Medication Administration**

1. The Activity Service Supervisor or designate assigns one staff to be the lead support worker and a second staff to help the lead support worker with medication administration. These staff will be solely responsible for medication administration through the duration of the trip.
2. All medications including PRNs must come in blister packs or pharmacy rolls and any liquid medications or medicated topical creams should come in their original container with a pharmacy label attached. Two extra days to cover spoiled medications or delays in travel and a Medication Administration Record (MAR) form should be supplied.
3. The lead support worker with the help of the other staff that was assigned collects the medications and MAR forms prior to departure and confirms they match what is outlined on the Travel Information forms. They document receipt on Travel Departure and Return form. The staff and person giving the medications sign the form.
4. Upon arrival at the destination the lead travel support worker determines where the medications and information are going to be kept and instructs the rest of the staff.
5. Individuals who are able to self administer medications, store their medications in the designated spot and the lead staff or assisting staff give them access when required to ensure the safety of all.
6. The lead support worker and assigned staff administers medications to the specific individual(s).

7. The lead staff and assigned staff are responsible for administering the medications, signing and initialing the back of the MAR form before the medication has been administered.
8. At the appropriate administration time, wash hands thoroughly.
9. Identify the person to receive the medication.
10. Get the individual's medication and all related information.
11. Check the person's name, date, administration time, dosage, route, expiry date, and medication on the MAR form against the same on the blister pack, pharmacy roll, secondary container, and/or liquid medication container. Check three times.
12. Remove dosage from blister pack, pharmacy roll, secondary container, and place or pour dosage from the bottle into a disposable medication cup or draw dosage by syringe.
13. Lock/Secure medication storage container. Do not leave any medications unattended.
14. Administer the medication following the 12 R's of medication. Provide a glass of water (unless otherwise specified). Remain with person until you confirm that all medications have been administered.
15. Record on MAR form that the medication has been administered. The A second assigned staff checks the MAR against the medication given three times and signs the MAR form confirming the medications have been administered.
16. If the medication administered was a PRN, the person that administered it fills out the back of the MAR form indicating the time and date and the medication and dosage and initials. He/she notifies the parent or caregiver upon returning from the vacation.
17. Repeat the procedure for each person.
18. Upon returning the lead support worker ensures the Travel Departure and Return form is completed. He/she gives the completed forms to the Finance Manager for scanning and uploading to the person's ShareVision site, Other Documents.

### **Medication Errors**

1. Immediately note the health status of the individual i.e. consciousness, appearance, responsiveness. If the individual is unconscious or has an extreme reaction to the medications ingested call 911 (or the medical emergency number of the country you are in).
2. If the individual is hospitalized contact the immediate supervisor or manager by telephone for further directions.
3. If hospitalization is not deemed necessary, make note of any health changes on the back of the MAR form.

4. Upon returning:
  - Notify the person's caregiver or family member.
  - Notify the supervisor or manager.
  - Document fully in individual's information and on the appropriate incident report form(s) in ShareVision (see Incident Reporting policy and procedures).
5. The supervisor or manager reviews and notifies the executive director or designate via email.
6. The executive director forwards the appropriate copies (when applicable) to the licensing officer, Community Living BC and supervisor.

### **Contaminated or Found Medication**

1. Contaminated or found medications are put in a small medication envelope. All known information related to the medication is recorded on the envelope and "DISCARDED" written across the envelope.

2. Upon returning:

Contaminated Medications:

- Give the package to the Pathway's Licensed Practical Nurse (LPN).
- Complete an incident report form (see Incident Reporting policy and procedures).
- The LPN enters the pertinent information in the Drug Disposal Inventory list in ShareVision, prints the form and places it in the locked medication cabinet.

Found Medication:

- Give the package to the Pathway's LPN.
- The LPN enters the pertinent information in the Drug Disposal Inventory list in ShareVision, prints the form and places it in the locked medication cabinet.

3. The supervisor or designate returns the contaminated medication, unidentified found medication to the dispensing pharmacy or Okanagan Resident Plus Pharmacy if unable to determine the prescribing pharmacy.

4. The pharmacist signs the Drug Disposal Inventory form confirming receipt of the medication. Staff discarding the medication to the pharmacist signs the form as well.

5. The signed Drug Disposal Inventory form is given to the area supervisor.

6. The supervisor or designate uploads the completed form to the individual's ShareVision site and files the signed copy in the section of the person's binder labeled Medication Information. The original is kept for one year. If the supervisor does not know whose medication it was he/she gives the completed Drug Disposal form to the LPN for filing.