



deep healing without meds

MEDICATION ADMINISTRATION PROCEDURES

Medication Administration Procedures

All medication management at Inner Fire is done under the supervision of a Registered Nurse. The Registered Nurse will oversee all training of designated Inner Fire Staff. The Registered Nurse will train the designated staff in all procedures to adhere to the regulations required by the State of Vermont for a Therapeutic Residential Community. The Registered Nurse works with the Director of Inner Fire to assure that all procedures and all necessary documentations are kept current and that each Seeker's medication needs are implemented.

At the time of admission, each new Seeker needs to be made aware that Inner Fire's policy is that all medications are kept in the office under a double locked key. This is to ensure the safety of all of our Seekers as well as to meet the requirements of the State of Vermont.

Log books are kept with the medications in a double locked cabinet. The procedure for filling out forms is located in the front of the log book. Designated staff will receive training in how to fill out all necessary forms and all protocols for administering medications. All documentation must be done at the time medications are administered. Two employees are required to be present at the time medications are administered. One staff to administer and fill out the log medication log and the second staff to check for accuracy. Both staff members must initial the forms. The office manager will check the log book on a weekly basis and review each Seeker's medical log for accuracy. A designated staff member is responsible to perform a daily count of all narcotic medications and a weekly count of all other medications and document as indicated on the medical log forms. The Registered Nurse will inspect the log book on a monthly basis and meet with designated staff as needed.

Designated staff will be required to receive updated training on all procedures for administering medications and record keeping on an annual basis.

Inner Fire works with The Hotel Pharmacy in Brattleboro, VT. However, if a Seeker would prefer to choose an alternate pharmacy, Inner Fire will support the Seeker to obtain the medication from their pharmacy of choice.

Outdated medication will only be removed from the double locked cabinet by the Registered Nurse or the Executive Director. If a medication needs to be disposed of for any reason, the Registered Nurse or the Executive Director will take it to the local police department.

All employees will receive training for the signs and symptoms which may occur as a side effect to taking psychoactive medications. Any employee who suspects that a Seeker might be experiencing a side effect must report it immediately to the Registered Nurse or the Executive Director.

The Registered Nurse in connection with the Seeker's Physician will determine whether a Seeker is able to self-administer their medications. This determination will be documented in the Seeker's medical log.

Staff shall not assist with or administer any medication, prescription or over-the-counter medications for which there is not a physician's or other licensed health care provider's written, signed order and supporting diagnosis or problem statement in the Seeker's medical record.

PRN Protocol

PRN is a prescription medication which can be taken on an "as needed" basis. If a Seeker requests one of their PRN medications or if a staff member determines that the PRN is needed, the Registered Nurse or Psychiatrist must be consulted prior to the administration of the medication.

Designated staff other than the Registered Nurse may administer PRN psychoactive medications only when there is a written plan for the use of the PRN medication which: describes the specific behaviors the medication is intended to correct or address; specifies the circumstances that indicate the use of the medication; educates the staff about what desired effects or undesired side effects the staff must monitor for; and documents the time of, reason for and specific results of the medication use.

Insulin Protocol

The Registered Nurse for Inner Fire is responsible for monitoring and administering Insulin to Seekers as prescribed by their physician. The Registered Nurse may work with designated staff to train them in the administering of insulin for a diabetic Seeker. The training will include instruction on administration of insulin, documentation and observation of the designated staff performing the administering of insulin. The observation will take place a minimum of 2 times before determining that a designated staff is competent to administer insulin to a Seeker. The Registered Nurse must determine that the diabetic Seeker is stable prior to designating anyone other than themselves to administer the insulin. The Registered Nurse will regularly monitor the Seeker's condition and be present if there are any changes in medication or the condition of the Seeker. The designated staff member must contact the Registered Nurse immediately if they observe any signs or symptoms of a side effect.

All designated staff who are responsible for assisting residents with medications must receive training in the following areas before assisting with any medications from the Registered Nurse:

- 1) How to determine "assistance" versus "administration".
- 2) The Seeker's right to direct their own care, including the right to refuse medications.
- 3) Proper techniques for assisting with medications, including hand washing and checking the medication for the right Seeker's, medication, dose, time, and route.
- 4) Signs, symptoms and likely side effects to be aware of for any medication a resident receives.

5) The Seeker's policies and procedures for assistance with medications.

Seekers who are capable of self-administration have the right to purchase and self-administer over-the-counter medications. However, the Inner Fire staff must make every reasonable effort to be aware of such medications in order to monitor and educate the Seeker about possible adverse reactions or interactions with other medications without violating the Seeker's rights to direct their own care. If a Seeker's use of over-the-counter medications poses a significant threat to their health, staff must notify the Registered Nurse, Director, Physician or other health care provider immediately.

Medication Administration needs to always be done with extreme attention to detail, care and consciousness. If there is any day that a staff member feels unable to perform this duty, the Director or Office Manager will be notified and a replacement will be found.