



A not for profit company

Policy Number:	1170	Page:	1 of 1
Effective Date:	January 1, 2014	Replaces:	January 16, 2013

SECTION:	CLIENT SERVICES
TOPIC:	CLIENT MEDICATION DOCTORS ORDERS AND REVIEW

- Intent:** To ensure that Employees administer only prescribed medications.
 To ensure that all prescribed medications are regularly reviewed.

Prescriptions for any medication (prescription and over the counter) must be written on a prescription form and signed by the Physician and approved by the client/legal guardian prior to administration of the medication to a client. Copies of these Doctors Orders (prescriptions) must be given to all involved service areas, including Support Approach Team and originals filed in office files.

Regular medication reviews occur to meet clients' evolving medical needs and to ensure currency and validity of the written doctor's order(s). The Agency requires the following:

1. Signed Doctor's Orders or signed Pharmacy Transcripts for medications prescribed for medical conditions and for Standing Order Medication (i.e., medications for headaches, colds) must be reviewed annually or more frequently as required and new signed Doctor's Orders must be written.
2. New signed Doctor's Orders or signed Pharmacy Transcripts must be written for all medication changes. The client/legal guardian prior to administering will approve all changes.

Note: It is not sufficient to have solely guardian approval to give medication. Dr orders must be on file and be current.

Clients will be encouraged to carry an emergency medical card, which will include their pertinent health care information.

Reference

Guidelines for the Development of Policies and Procedures Directing the Administration of Medication, Alberta Professions and Occupations Bureau Medical Process