Supported Lifestyles Ltd.
A not for profit company

Policy Number: 1180	**Page: 1 of 1**
Effective Date: January 1, 2016	**Replaces: January 1, 2014**

SECTION: **CLIENT SERVICES**

TOPIC: **MEDICATION STORAGE**

Intent: To ensure medications are safely and securely stored.

In residential facility-based service, all medications must be kept in locked storage.

In other residential settings, there will be a process of joint consideration and decision-making regarding medication storage among the Client, the Legal Guardian(s) and Agency Supervisor.

In the event that there is risk to Clients, Agency Supervisors will recommend that medications be kept in locked storage. The Agency must document the storage decision on the Health Care Consent Form.

COLD STORAGE

- Medication must be stored in a container away from food and drink in the kitchen fridge to avoid contamination.
- The temperature of the refrigerator must be monitored DAILY when it is in use when storing any medication and tracked on the Health and Safety checklist.
- Monitoring of the fridge temperature must take place every day by taking/reading the temperature using a thermometer.
- Any temperature that falls outside the 2° to 6°C range must be reported immediately to the home's supervisor who will decide on the action to take by getting advice from the pharmacist.

In the community, employees will keep medication safe. (e.g., backpack, purse)

Note: Controlled substances and narcotics must be accounted for as per medication audit system identified in the Supported Lifestyles Medical Process package.

Reference Legal Guardianship/Trusteeship Policy 1040
Client Health Care Consent Policy 1140