



A Level II Accredited Company

Policy Number: 1170

Page 1 of 1

Effective Date: 1 March 2021

Replaces: 10 July 2017

SECTION: CLIENT SERVICES

TOPIC: CLIENT MEDICATION, DOCTOR'S ORDERS, AND REVIEW

- Intent:** To ensure employees administer only prescribed medications for which there are current doctor's orders.
To ensure all prescribed medication are regularly reviewed.

The Agency follows best practice in medication administration and follows the SAFE MEDICATION ADMINISTRATION FORMULA: Staff check the 6 rights (right client, right medication, right dose, right schedule, right route, and right reason) against 2 documents (pharmacy label on the medication, and the individual's medication administration record (MAR sheet) and then right documentation must occur. These checks are to occur three times prior to medication administration: after removing medication from storage, prior to dispensing meds, prior to returning meds to storage area.

The Agency defines doctor's orders as a Medication Administration Record Summary Form (Agency created or supplied by CARE Rx), a pharmacist signed pharmacy transcript, or a copy of a prescription. Doctor's orders are required for all prescription and over the counter medications. Copies of these doctor's orders must be given to all involved service areas, including the Support Approach Team, and originals filed in office files.

Regular medication reviews occur to meet each individual's evolving medical needs and to ensure currency and validity of the doctor's orders. The Agency requires the following:

1. Doctor's orders, as defined above, for medical conditions and for standing order medication (i.e. medication for headaches, colds, etc.) must be reviewed annually or more frequently as required. New doctor's orders must be obtained annually or more frequently if medication changes occur in order to keep the doctor's orders current.
2. New doctor's orders must be obtained for all medication changes. The client/legal guardian will approve all medication changes prior to administering the changes. It is not sufficient to have solely guardian approval to give medication.

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

References: Guidelines for the Development of Policies and Procedures
Directing the Administration of Medication
Alberta Professions and Occupations Bureau
Agency Medical Process
Medication Administration Procedure