



A Level II Accredited Company

Policy Number: 2101

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Effective Date: 1 March 2021

Replaces: 1 January 2019

SECTION: PERSONNEL

TOPIC: MEDICAL TREATMENT PLANS

Intent: To maintain a high standard of Medical Treatment Plan implementation.

To ensure all employees working in client service areas are properly trained regarding client Medical Treatment Plans.

Treatment Plan Development

A medical professional (e.g. physician, neurologist, dietician, occupational therapist, etc.) may prescribe a Treatment Plan to address a specific medical or health/wellness concern (i.e. range of motion exercises, blood glucose testing, etc.). It is the Agency's preference that the prescribing medical professional develops the Treatment Plan and provides the training to the Agency staff. If the prescribing medical professional does not develop one, then a request for the development of a Treatment Plan and/or training will be initiated by the Service Area Supervisor or Coordinator/Director and approved for review and/or development. Any requests for a Treatment Plan to be developed by the Agency's Registered Nurse must be authorized by the Executive Director – submit a "Request for Approval for Agency RN" form to be signed. All Treatment Plans must be approved by the prescribing medical professional and agreed to by the individual/guardian and funder (as applicable).

Medications Requiring Treatment Plans

Administration of any medications administered by routes not covered in the Agency Medication Course requires a Treatment Plan. Medication administration routes that are **not** covered in the Agency Medication Course are:

- Injections (excluding EpiPen®)
- Nebulizers
- Rectal medication
- Vaginal medication
- Administration of enteric/tube feeds

Additionally Medical Treatment Plans are required for the following treatments and may be required for other treatments not listed below:

- Blood glucose testing
- Insulin administration
- Range of motion exercises
- Epsom salt soaks
- Administration of suppositories
- Participation in exercise programs
- Catheter changing and care
- Ostomy bag changing and care
- Repositioning in bed to prevent pressure sores
- Skin integrity assessment
- Oxygen



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- Seizure Protocols involving medications via a route not covered in the Medication Course
- Complex administration routines (i.e. eczema treatment involving multiple steps and protocols requiring sign-off)

Intramuscular Injections: Staff will **NOT** typically be trained to administer intramuscular injections. Exceptions to this may be considered for **life-saving emergency situations** (e.g. a Naloxone injection for an opioid overdose). In these situations a treatment plan will be developed and staff will be trained to administer this medication. Executive Director approval must be given for any use of an intramuscular injection (other than an Epi-pen as taught in the Medication Course).

Treatment Plan Review

Treatment plans will be reviewed annually in December (or more often as required) by the author of the treatment plan (e.g. prescribing medical professional, Agency's Registered Nurse, dietician, physiotherapist etc.) or another qualified professional.

Treatment Plan Training

All staff must take and successfully complete the Treatment Plan Orientation and Practicum prior to implementing a Treatment Plan and annually thereafter. Each individual's Treatment Plan will identify who is able to do the training (e.g. registered nurse must train all staff, registered nurse will train the supervisor and the supervisor will train all staff).

An employee must complete a Treatment Plan Orientation and Practicum in the following events: the employee's original assignment changes, a client's medical needs change significantly, new clients are introduced, or the employee returns from a Leave of Absence (LOA) exceeding 3 months.

Treatment Plan Incidents

Treatment Plan incidents are considered serious; therefore each and every incident will be reviewed. Negligence that poses serious risk to clients may be considered abuse and could result in disciplinary action up to and including termination of employment. Service area directors will assess each Treatment Plan incident and follow the Medication/Medical/Treatment Plan Incident Procedure. At any time Human Resources may be approached to address an incident situation. For further information refer to the Medication/Medical/Treatment Plan Incident Policy (2105).

Reference: Medical Process Procedure
Policy 2100 Medication Administration
Policy 2105 Medication/Medical/Treatment Plan Incident
Administration Procedures for Agency Medication Course Completion