

Charleston/Dorchester Community
Mental Health Center

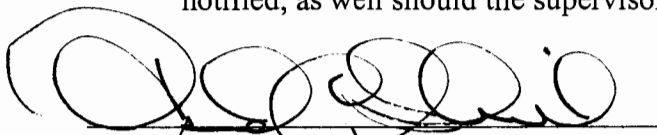
POLICY
MEDICATION ADMINISTRATION IN HOUSING UNITS

It is the policy of the Charleston/Dorchester Community Mental Center to ensure to the maximum extent possible the safe and accurate administration of medication to consumers.

These procedures are developed to reduce the likelihood of medication related errors and/or adverse events in center-run residential units.

Procedure:

1. Trained clinicians need to work with one consumer at a time in the medication room and complete medication administration and subsequent documentation prior to moving to the next consumer to decrease the likelihood of medication errors.
2. In units where a group setting is utilized for medication administration, medication should be handed to consumer **one at a time** followed by signing off on the MAR promptly.
3. A photograph of each consumer, not more than a year old, will be attached to their portion of the MAR, to ensure proper identification of the consumer.
4. Trained clinicians are to give medication at the time specified in the chart or MAR; **earlier doses should not be given** without a written physicians order, or a verbal order given to a nurse.
5. A complete list of current medications needs to accompany consumers to all other physician visits, so the doctor seeing the consumer can review this prior to prescribing medication.
6. Any discrepancies in the order and MAR should be resolved with the prescribing physician or on-call physician if it is after hours, **prior** to administering the medication dose.
7. In event of excessive sedation, dizziness, gait disturbance or any other severe or unusual reaction following medication administration, the unit nurse or physician should be notified, as well should the supervisor of the unit.



David C. Shiel, MSW, LISW-CP
Interim Executive Director

6/7/04
Date