Department of County Human Services

Multnomah County

Aging, Disability and Veterans Services Division, Adult Care Home Program

ADULT CARE HOME MEDICATION ADMINISTRATION RECORDS BOOK (MARS)

Department of County Human Services

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Medication Administration Records Table of Contents

Resident MAR – Tabbed, Separate Section for Each Resident to include:

Document Name	Instruction
Medication Administration Records (MAR)	Current month required *File recent MARs in individual Resident Records book*
Most recent Physician Orders including order to self-administer medications	Current, signed Physician Order *File old Physician Orders in individual Resident Records book*
Current Guidelines for PRN Medications	Current, signed PRN Guidelines *File old PRN Guidelines in individual Resident Records book*
Current Delegations	Current, signed Delegation or Task for each individual Care Provider *File old delegations in individual Resident Records book*
Controlled Substance Log	Recommended for current month *File old Controlled Substance Logs in individual Resident Records books*
Medication Disposal Record Form	Required for current month *File old Medication Disposal Records in individual Resident Records books*

Reference Materials (recommended)

Commonly Used Medical Abbreviations	ACHP handout
Psychotropic Medications List	ACHP handout
Other reference materials	

Month: **Year:**

MEDICATION(S):	HOURS	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

ALLERGIES:	TREATMENTS:

Initial MEDS and identify initials below	Instructions:

INITIAL	SIGNATURE	
		1. List one medication per box on this form. Use trade name of drug & generic name if prescription label is different from Doctor's order.
		2. Initial appropriate box on front of MAR when medications or treatments are given.
		3. Circle initial and document on reverse side when medications or treatments are refused or withheld.
		4. Circle initials and document on reverse side for all PRN medications.
		5. Document disposed medications, including the number of PRNs
		6. Treatments/Therapies/Dietary supplements should be also listed and initialed.

RESIDENT NAME: OPERATOR's NAME: DOCTOR'S NAME

PRN AND REFUSED MEDICATION RECORD

Date	Time	Initials	Medication	Reason given/refused	Outcome	Time observed

Vital Signs	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:	Date:
Weight										
Blood										
Heart Rate										

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Physician's Visit / Order Form

Resident's Name:	Physician:
Date:	Address:
Physician's Telephone:	City State Zip Code

AT PRESENT TIME THIS RESIDENT IS BEING GIVEN THESE MEDICATIONS:

Medication Name	Strength	Amount Given	Time of Day	PRN Yes / No	Ordering Physician

Do you want each of these medications continued? ☐ Yes   ☐ No

Changes to be made:

Additional comments:

Physician Signature: _____ Date: _____

Adult Care Home:	Telephone:
Address:	Caregiver Signature:

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Guidelines for PRN Medication

Resident's Name: _____

Generic Medication Name: _____ Trade Medication Name: _____

What is the medication for? _____

To be given if:_____

_____

(Specific reason medication is needed, i.e., specific descriptive complaint of pain, behavior, or other symptom)

Not to Exceed: _____

(Number of doses in a specific amount of time, i.e., six tablets in 24 hour period)

Dose of medication:_____ Amount to be given:_____

(i.e. four (4) mg)   (i.e. 1 tablet)

How often:_____ Route:_____

{i.e. every six (6) hours}   (i.e. by mouth, under tongue)

Expected outcome: _____

_____

Call Medical Professional or Pharmacist if the following specific adverse reactions or side effects are

present:_____

_____

Medication to be stopped when:_____

_____

Print Authorized First and Last Name: _____

Authorized Signature: _____Date: _____

Title of Authorized Signature: ☐ Physician ☐ Nurse Practitioner ☐ PA ☐ RN ☐ Pharmacist

Adult Care Home: _____

Controlled Substance Administration Log

Controlled substance administration logs are recommended to document appropriate use and prevent diversion of medications with a high potential for abuse. Maintain this log or a pharmacy-provided log for each prescribed controlled substance, in addition to the Medication Administration Record.

Resident's Name:	Physician Name:
Date:	Address:
Physician Telephone No:	City State Zip Code
Pharmacy:	Pharmacy Phone Number:

Medication Name:	Dose/Strength:	Filled Quantity	Filled Date:

CG Initials	Date	Quantity Administered	Remaining	CG Initials	Date	Quantity Administered	Remaining

Disposal Date: _____ **(see controlled substance disposal record)**

Destroy all unused, outdated, discontinued, recalled or contaminated controlled substances per MCAR 023-080-589

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Medication Disposal Record Form
MCAR 023-080-585 Unused, outdated, discontinued, recalled, or contaminated medications, including controlled substances, shall not be kept in the home and shall be disposed of according to federal guidelines for drug disposal, or to the requirements of the local DEQ waste management company (e.g., removing the medications from their containers and smashing or liquifying them before mixing them in with garbage). Disposal of these medications shall be documented on the medication administration record or in the resident's record. Documentation shall include the date, name of the medication, the number of pills disposed of, and the signature of the disposer. **MCAR 023-080-589** All controlled substances to be disposed of shall be documented according to the requirements of MCAR 023-080-585, and witnessed by at least one other approved caregiver. The signature of the witness is to be included in the resident's record.

Resident's Name:	
Date of Disposal:	
Medication:	
Strength:	
Number of Pills/Amount Disposed:	
Reason:	
Rx Number:	
Date Last Filled:	
Name of Witness #1	
Signature of Witness #1	
Name of Witness #2	
Signature of Witness #2	

Resident's Name:	
Date of Disposal:	
Medication:	
Strength:	
Number of Pills/Amount Disposed:	
Reason:	
Rx Number:	
Date Last Filled:	
Name of Witness #1	
Signature of Witness #1	
Name of Witness #2	
Signature of Witness #2	

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Commonly Used Medical Abbreviations

How Often to Take Your Medication
ad lib - freely, as needed
bid - twice a day
prn or pid - as needed
q – every
q_h – every *h* hours
q3h - every 3 hours
q4h - every 4 hours
qd or QD - every day
qid - four times a day
qod or QOD - every other day
tid or TID - three times a day

When to Take Your Medication
ac - before meals
hs - at bedtime
int - between meals
pc - after meals

How Much Medication to Take
caps - capsule
gtt - drops
i, ii, iii, or iiii - the number of doses (1, 2, 3, or 4)
mg - milligrams
ml - milliliters
ss - one half
tabs - tablets
tbsp - tablespoon (15ml)
tsp - teaspoon (5ml)

Please see back copy more additional information

How to Use Your Medication
ad - right ear
ad lib – use as much as necessary
al - left ear
c or o - with
od - right eye
os - left eye
ou - both eyes
po - by mouth
s or ø - without
sl - sublingual
top - apply topically
ut dict – as directed

Universal codes:

D = Can/does cause drowsiness,

H = Can/be is habit forming

 I = Can interact with one or more drugs, foods, herbs

X = SOS (may be a problem-causing substance like acetaminophen; consult a doctor or pharmacist?

LIST OF SOME PSYCHOTROPIC MEDICATIONS

MCAR 023-110-425 When any resident whose placement is authorized and funded through DDS uses or self-administers medications, including over-the-counter medications and treatments and psychotropic medications, the operator shall comply with OAR 411-360-0140. When psychotropic medication is first prescribed and annually thereafter, the provider must obtain a signed balancing test from the prescribing health care provider using the DHS Balancing Test Form or by inserting the required form content into the Operator's forms. Operators must present the physician or health care provider with a full and clear description of the behavior and symptoms to be addressed, as well as any side effects observed. ***PRN (as needed) psychotropic medication orders will not be allowed unless requested by the ISP team, and with the written exception approval from the ACHP***.

- Abilify - antipsychotic used to treat schizophrenia, bipolar disorder, and agitation
- Adderall - stimulant used to treat Attention Deficit Hyperactivity Disorder
- Ambien - used as a sleep aid, cause drowsiness
- Antabuse - used to treat alcohol addiction
- Aricept - used to slow the progression of dementia
- Anafranil - tricyclic antidepressant; mostly used for OCD
- Ativan - benzodiazepine, used to relieve anxiety
- anticodon - Each tRNA contains a specific anticodon triplet sequence that can base-pair to one or more codons for an amino acid

- BuSpar - an anti -anxiety medication
- Benzodiazepines - a class of sedatives

- Celexa - an antidepressant of the SSRI class (Selective serotonin reuptake inhibitor)
- Clozaril - an atypical antipsychotic (Clozapine)
- Concerta - an extended release form of methylphenidate(NDRI used to treat ADD/ADHD)
- Cymbalta - an antidepressant of the SSNRI (Selective Serotonin and Norepinephrine Reuptake Inhibitor) class, similar to Effexor (venlafaxine)

- Depakote - an atiepileptic and mood stabilizer used to treat bipolar disorder, neuropathic pain and others. Sometimes called an antimanic medication
- Doxepin - brand name Sinequan, a tricyclic antidepressant,also used to treat nerve pain, insomnia a.similar to imipramine.
- Dexedrine - dextroamphetamine sulfate, used to treat severe ADHD and Narcolepsy.
- Desoxyn methamphetamine hydrochloride, used to treat severe ADHD and severe exogenous obesity. Rarely used.

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- Effexor - an antidepressant of the SSNRI (or SNRI) class
- Elavil - a tricyclic antidepressant (TCA), less commonly used these days as an antidepressant or to treat psychiatric conditions (considered a first line treatment option for neuropathic pain)
- Eskalith - a salt of Lithium, which is a mood stabilizer used to prevent bipolar disorder.

- Fluoxetine - (Prozac) is an SSRI drug used to treat major depressive disorder, bulimia nervosa (an eating disorder) obsessive-compulsive disorder, panic disorder, and premenstrual dysphoric disorder (PMDD).
- Fluvoxamine - (Luvox) is the first SSRI drug. It is indicated to treat obsessive compulsive disorder (US) and both OCD and depression elsewhere in the world.

- Gabitril - a mood stabilizer
- Geodon - an "atypical" antipsychotic

- Haldol - a "typical" antipsychotic, one of the oldest, usually given in conjunction with "cogentin", an antiparkinsonic. This is due to the high occurrence of tardive dyskinesia on patients with prolonged Haldol use.

- Imipramine - a tricyclic antidepressant (TCA) which is sometimes used to treat bulimia, panic disorder, or related disorders
- Inderal - a beta blocker known as propranolol. It is used for acute anxiety, panic attacks, hypertension.
- Invega Sustenna- an atypical antipsychotic used to treat schizophrenia, bipolar disorder, delusions, and aggression.

- Keppra - an anticonvulsant drug which is sometimes used as a mood stabilizer
- Klonopin - anti-anxiety and anti-epileptic medication of the benzodiazepine class

- Lamictal - a mood stabilizer of the anticonvulsant class
- Latuda - an atypical anti-psychotic
- Lexapro - an antidepressant of the SSRI class
- Librium - the first approved medication of the benzodiazepine class. Mostly used to treat acute alcohol withdrawal.
- Lithium (generic name) - Known more commonly by its generic name, a mood stabilizer used in treating bipolar disorder
- Lithobid (*Lithium*) - A trade drug of the antipsychotic drug lithium, which is a mood stabilizer used to treat bipolar disorder
- Lunesta - a sleep aid
- Luvox - an antidepressant of the SSRI class, often used to treat Obsessive-compulsive disorder

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- Mellaril - an antipsychotic, today rarely used

- Namenda - used to slow the progression of Alzheimer's Dementia
- Navane - an antipsychotic, today rarely used
- Neurontin - an anticonvulsant (anti -seizure medication) which is sometimes used as a mood stabilizer or to treat chronic pain, particularly diabetic neuropathy

- Olanzapine - an second generation antipsychotic

- Paxil - an SSRI antidepressant, used frequently to treat depression and anxiety disorders
- Phenelzine - (Nardil)-MAOIs for depression
- Pristiq - an SNRI antidepressant
- Prolixin - an antipsychotic
- Prozac - an SSRI antidepressant
- Phenobarbital- a barbiturate, sedative and hypnotic properties

- Quetiapine an antipsychotic drug mainly used to treat schizophrenia

- Remeron - an antidepressant which is often used as a sleep aid
- Restoril - a sleep aid of the benzodiazepine class
- Risperdal - an "atypical" antipsychotic
- Ritalin - a stimulant used to treat ADHD/ADD

- Saphris - an atypical antipsychotic
- Serax - anti -anxiety medication of the benzodiazepine class, often used to help during detoxification from alcohol or other drugs of abuse
- Sertraline HCl an SSRI class anti-depressant (brand name Zoloft)
- Seroquel - an "atypical" antipsychotic, sometimes is used as a sleep aid when given in low doses
- Serzone- an "atypical" antidepressant
- Stelazine - an older antipsychotic, today rarely used
- Strattera - a non-stimulant medication used to treat ADD/ADHD
- Sycrest - an atypical antipsychotic

- Thorazine - an older antipsychotic, although highly effective it is rarely used today because of the high occurrence of serious side effects
- Topamax - a mood stabilizer, also used for migraine headaches
- Trazodone - atypical antidepressant, most typically used now as a sleep aid
- Trileptal - a mood stabilizer used to treat bipolar disorder
- Tegretol - antiseizure that can also be used for mood disorder

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- [Valium](#) - anti-anxiety medication of the benzodiazepine class
- [Vistaril](#) - an antihistamine for the treatment of itches and irritations, an antiemetic, as a weak analgesic, an opioid potentiator, and as an anxiolytic.
- [Vyvanse](#) - a stimulant used to treat Attention Deficit Hyperactivity Disorder

- [Wellbutrin](#) - an antidepressant of the [norepinephrine-dopamine reuptake inhibitor](#) (NDRI) class, structurally identical to [Zyban](#), a [smoking cessation](#) aid

- [Xanax](#) - an antianxiety medication of the benzodiazepine class

- [Zoloft](#) - an antidepressant of the SSRI class [Selective Serotonin Reuptake Inhibitor](#)
- [Zyprexa](#) - an "atypical" antipsychotic medication used in the treatment of [schizophrenia](#), [schizoaffective disorder](#), [bipolar disorder](#), and various types of [dementia](#) and /sometimes OCD(obsessive compulsive disorder.
- [Zaleplon](#) - a [non-benzodiazepine](#) hypnotic
- [Zolpidem](#) - a non-benzodiazepine hypnotic