

# Adult Care Home (ACH) Policy Guidance

**Policy Name:** Medication Administration

**Written By:** ACHP

**Effective Date:**

**ACH Operator Name:**

**Policy applies to:** Operator  Resident Manager  All ACH Staff

## Who is performing this action?

All staff members in the adult care home who administer medications to residents.

## What actions are to be taken?

Medications may not be administered to any resident in an ACH without a signed order from a prescribing licensed health care professional, with the exception of an opioid antagonist medication administered in a BH-licensed home. ACH staff may not administer medication(s) to any resident prior to completing applicable required training per MCAR. All medications must be administered and documented in a manner that is reflective of the principles of the six rights of safe medication administration.

1. Right resident. Confirm that all medication packaging and the medication administration record (MAR) reflects the name of the resident to whom medication is currently being administered.
2. Right medication. Confirm the medication label matches what is noted on the most recent medication order and is reflected on the MAR.
3. Right dosage. Confirm the right dosage of each medication is being administered.
4. Right route. Confirm the route of administration is correct. MAR and pharmacy label must include the route of administration for each medication.
5. Right time. Confirm the medication is being given at the correct prescribed time which will be noted on the MAR.
6. Right documentation. All medications must be documented on the MAR as per required training.
  - a. The staff member who administered the medication must immediately initial the MAR in the corresponding date/time box following medication administration. ACH operators or care providers may never sign the MAR for another staff member; this is falsification.
  - b. Late documentation: If the medication was administered on time but not immediately documented, immediately upon becoming aware of this oversight, the care provider who administered the medication must initial in the applicable date/time box, circle these initials, and provide an explanation for the late documentation on the back of the MAR.

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- c. Missed or refused medications: The administering staff member must initial in the applicable date/time box, circle these initials, and provide an explanation of the missed or refused medication on the back of the MAR.
- d. PRN: As needed/PRN medications, must be initialed following administration. The time, dose, the reason the medication was given, and the outcome of the PRN must be noted on the back of the MAR.

**Note:** For initials included in the MAR to be valid, there must be a key (signature log or signature sheet) at the front of the MAR that lists the full name, credentials, and initials of all staff who administer medication.

**When are these actions taken?**

These actions must be taken in consideration of resident health, safety, and wellness at all medication administration times and whenever a medication is administered (on time or late), missed, or refused.