

**DHS**  
**S**eniors and  
**P**eople with  
**D**isabilities

<b>STATE-OPERATED COMMUNITY PROGRAMS</b>	<i>June 1, 2002</i>
<b>24-HOUR RESIDENTIAL POLICIES AND PROCEDURES</b>	<b>#4.011</b>
<b>HEALTH: Medical Services - Pharmacy (Adverse Effects Safeguards)</b>	
<b>OAR 309-049-0075(10)</b>	

**POLICY:**

It is the policy of this program to have each individual's medications purchased from a single pharmacy selected by the individual which will maintain a drug profile for each individual.

**PROCEDURE:**

1. The «Home» will utilize the «Pharmacy» for individual medications for house medical supplies.
2. PROGRAM RESPONSIBILITIES
  - a. The Program Administrator will supply the pharmacy with a copy of the OAR that regulates the group home and highlight the areas of greatest concern to the pharmacy.
  - b. The home will notify the pharmacy one time per week or as needed of the medication that needs to be reordered.
  - c. The home will notify the pharmacy of any changes in a individual's medications at the time of the new order by taking the newly written prescription or order to the pharmacy or will ask the physician to call the new order to the pharmacy.
  - d. Home staff and pharmacy staff will negotiate who will pick up or deliver medication ordered other than on the routine day.
  - e. Keep count records of controlled or scheduled medication with the change of each shift of staff.
  - f. Maintain information about each prescribed medication effects and side effects.
  - g. Assure that medications prescribed for one individual are not administered or self-administered by another individual or staff member.

### 3. PHARMACY RESPONSIBILITIES

- a. The pharmacy will maintain a drug profile on each individual.
- b. The pharmacy will have ordered medications ready for pick up during normal working hours. It does not deliver.
- c. The pharmacy will inform the group home when a medication is a controlled/scheduled medication for the purpose of keeping appropriate records, i.e., count sheets and disposal records.
- d. The pharmacy/SOCP RN Manager/primary doctor will do the 180-day medication reviews for all individuals.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Jon Cooper, Director

**Policy research table: 4.011 Health: Pharmacy Adverse Effects safeguards**

<b>OAR</b>	<b>Issue/Description:</b>	<b>Research reference materials / Contacts/links:</b>
<p>309-049-0075-(10) 411-325-0120 (9)(a-d) p. 24</p> <p><a href="http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_325.html">http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_325.html</a></p>	<p>Adverse medication effect safe guards. Safeguards to prevent adverse effects or medication reactions: obtaining, maintaining information, ensure administration of med and documentation in the individual's record.</p>	<ul style="list-style-type: none"> <li>• Medication Administration Manual</li> </ul>
<p><b>SOCP overlap policies:</b></p>	<ul style="list-style-type: none"> <li>• 2.010 Training</li> <li>• 4.004 Health: Medical</li> </ul>	<ul style="list-style-type: none"> <li>• 4.006 Controlled Medications</li> <li>• 4.007 Individual Health Care</li> <li>• 4.010 Medication disposal</li> </ul>
<p><b>FORMS / TOOLS:</b></p>	<p>4570 Individual Narcotic Count Sheet</p> <p>4573 Medication Administration Record (MAR)</p> <p>4621 Addendum to Physician's Directions: Medication Administration Irregularities (MAR)</p> <p>4571 Psychotropic Drug Record</p>	<p>4630 Medication Incident Report (MIR)</p> <p>4590 Drug Disposal Sheet</p> <p>4663 Medication Administration Accountability Sign-off Sheet</p>