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MEDICATION POLICY STATEMENT

The health, safety and well-being of the people the Agency supports is of primary concern to the the Board of Directors. Therefore, to assist in ensuring the welfare of all individuals, Community Living-Central Huron has developed policies and procedures which address the area of “medications.”

Employees and the Agency both share responsibilities associated with administering medications. The Agency must establish guidelines, policies, procedures and protocols, including orientating and training employees.

Employees are responsible for adhering to the established policies and procedures and to seek clarification or training when needed from their immediate Supervisor.

Non-compliance with medication procedures is subject to discipline; up to and including dismissal from Community Living-Central Huron’s employment.

In an effort to ensure medications are administered safely and responsibly, the following procedures/guidelines will be adhered to:

1. A Support Worker will not administer prescribed or over the counter medications prior to receiving approved training in the proper procedures relating to dispensing and recording medications as outlined in this procedural document.

Community Living-Central Huron utilizes a variety of dispensing methods: pharmaceutical containers for liquids and tablets; blister packs; dosettes and syringes; however, this does not preclude the use of other dispensing methods.

2. A Supervisor or designated person will provide on-site training in administering and recording of medications.
3. In an effort to ensure employees are familiar with the Agency’s Medication Policy and Procedures, all new employees will be asked to complete a written questionnaire and achieve a proficiency of 100%. The Medication Questionnaire will be administered by a Supervisor or the Coordinator within 30 days of a Support Worker’s commencement of employment with Community Living-Central Huron.
4. It is the responsibility of the new employee to obtain valid First Aid, C.P.R. and any other required certificates within the first three (3) months of employment. Community Living-Central Huron will compensate employees for subsequent training.

Refer to the Agency’s “Medication Policy and Procedures Manual.”