



**MONTANA STATE HOSPITAL
MENTAL HEALTH GROUP HOME
POLICY AND PROCEDURE**

**MEDICATION MANAGEMENT AND SELF
ADMINISTRATION -- MSH MENTAL HEALTH GROUP HOME**

Effective Date: December 9, 2015

Policy #: MSH MHGH-05

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- I. PURPOSE:** To ensure the safe handling, proper administration/self-administration and documentation of medications. To prepare residents for discharge from Montana State Hospital (MSH) Mental Health Group Home (MHGH) by increasing their level of knowledge related to their prescribed medication and enhancing their skills/abilities to responsibly self-administer medication, discuss medication related issues with health care providers and to obtain medication prescriptions/refills from the pharmacy.
- II. POLICY:** MSH has the responsibility to provide each resident, consistent with their abilities, medication education and to ensure the safe handling and storage of medications. MSH is responsible for assessment and documentation of the effects/side effects of prescribed medications.
- III. DEFINITIONS:** None
- IV. RESPONSIBILITIES:**
- A. Licensed Independent Practitioner (LIP)
1. Assessment/evaluation of patient medication efficacy every 90 days or more frequently if warranted.
 2. Written orders/prescriptions for medication.
 3. Consultation with Medical Clinic LIP as needed regarding non-psychiatric medication and treatment.
- B. Licensed Nursing Staff
1. Receive and transcribe LIPs' orders.
 2. Supervise resident setting up own medication box, and approve medication box as set up by the patient.
 3. Observe and report medication side effects, adverse reactions, efficacy, and administration compliance.
 4. Conduct medication education groups.
 5. Report and record medication education.
 6. Ensure that the level of medication management/self administration is defined on the resident's treatment plan.

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7. Educate TCU staff in observing for and reporting side effects and adverse reactions.
8. When scheduled nurse is unavailable, house supervisor will be notified for requested PRN administration.
9. Documenting and reporting any medication errors.

C. MSH MHGH staff

1. Prompt and observe resident self-administration of medications
2. Report medication compliance
3. Observe medication boxes to determine if medications are present or not
4. Observe and report effects and side effects of medications
5. Assist with medication education

D. Pharmacy

1. Provide medication education information
2. Dispense medication

V. PROCEDURES:

A. Self-Administration of Medication

1. Resident will complete medication education/self-administration classes prior to transfer to the MSH MHGH. These classes will include education about the effects, side effects, contraindications and principles of medication management and safe handling.
2. Licensed Nurse providing medication education classes, in conjunction with the resident and treatment team, will determine resident's capability in regard to established levels of medication management upon transfer to the MSH MHGH.
3. The resident's ability to self-administer medication will be documented on each resident's treatment plan by a CMHP.
4. Licensed Nurse, in conjunction with treatment team, will periodically assess resident to ensure that the resident is at the highest level of medication management consistent with their abilities.

B. Administration of Medications (setting up med boxes)

1. All residents of MSH MHGHs will demonstrate the ability to set up self-medication under the supervision of a Licensed Nurse.

C. Documentation and Reporting

1. All resident education will be documented in the progress notes.
2. A Medication Administration Record (MAR) will be maintained for each

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resident which will include all prescribed medications, documentation of medication doses administered/self-administered. In the event a medication is not taken the reason for omission of the scheduled dose will be documented on the MAR.

3. Transcription of LIPs' orders and documentation on the MAR will be in accordance with established MSH guidelines.
4. The resident's response to medications, including effects and side effects, will be documented in the progress notes
5. All medication errors and adverse drug reactions will be reported and recorded in accordance with established MSH policy/procedure.

D. Medication management assessment

1. The LIP will meet with each resident every 90 days and more frequently as warranted to discuss/assess the need for medication adjustments and/or new medication prescriptions.
2. A licensed nurse will meet with each resident no less than weekly and more frequently as warranted to discuss/assess their response to and the effects/side effects of prescribed medications and to assist with self medication set-up. The licensed nurse will communicate all pertinent information to the LIP.
3. Each resident will be observed/monitored daily by the staff assigned to the MSH MHGH for effects/side effects of prescribed medications and staff will report pertinent information to the assigned licensed nurse.
4. The MSH MHGH staff will contact the assigned licensed nurse, program manager, or nursing house supervisor to report any unusual behavior, symptoms of physical illness, increased symptoms of mental illness or potential side effects of medications. The licensed nurse will assess the resident and make the decision to notify the LIP when necessary.

E. Storage and Safe Handling

1. All medications will be kept in a locked secured area in the MSH MHGH
2. All medications requiring refrigeration will be stored in a locked area of a refrigerator segregated from all food items. The refrigerator temperature will be monitored and recorded daily by the unit staff as assigned
3. All medication is dispensed by the pharmacy weekly in bubble packs. Medication removed from bubble packs will be appropriately placed in medication organizers by the resident under the supervision of a licensed nurse.

VI. REFERENCES: MSH Policies: #PH-10, Adverse Drug Reaction Reporting, #NS-02, Medication Administration & Safe Handling; the MSH Medication Manual; and Administrative Rules of Montana, Mental Health Center: Medication Management 37.106.1950.

