

## **Interfaith House Health Services – Medication Policy and Procedure**

### **Policy**

All program staff are responsible for the monitoring of resident medications, staff are trained as a part of their orientation to Interfaith House and as policies and procedures change or are updated they are informed and retrained. All residents are responsible for obtaining their own medications prior to their arrival and throughout their stay. Interfaith House does not administer medications but only assumes responsibility for their safekeeping, and monitors their distribution. Medications are stored and locked in the medication room and the keys are kept at Central Desk..Upon intake all medications are logged, the number of pills and the frequency is also logged on the individual's medication sheet; controlled medications are also counted and logged on a separate sheet and counted each time a resident takes one. All resident medications are stored in the respective resident's assigned drawer or refrigerator according to manufacturer's recommendations. Residents are not permitted to share their prescribed medications with other residents.

### **Procedure**

1. Each resident is required to arrive with a 30-day supply of medication. Obtaining medication is the responsibility of the resident and his/her health-care provider. Refills or new medications needed during a resident's stay are also the responsibility of the resident. Each resident is responsible for meeting with the appropriate medical care professional in order to refill his/her medications.
2. Each resident's medications are counted and documented on the *Medication List* upon arrival. A *Medication List* is placed in each resident's file and medications are placed into each resident's medication drawer in the medication room. Medication forms are to be filled out according to the *Medication Box Procedure* sheet.
3. Residents who require medication must report to the medication room during the scheduled daily medication times. If a resident needs to take PRN medication not during one of the scheduled medication times, an RCA or other staff member will assist the resident. Residents are responsible for taking medications as prescribed by their physicians. Any adverse side effects, interactions or allergic

reactions are discussed with the medical staff. The Staff is responsible for observing and recording all medications taken by residents.

4. All medications must be put away after use and never left unattended in the medication room. The medication room should be locked whenever it is unattended.

5. Please refer to the current *Controlled Medications* sheet for a list of all controlled medications. In the event that there is a discrepancy in the count of a controlled medication, a senior staff member will be notified.

6. Discontinued or expired medications will be removed by Staff or an MCP to be stored and picked-up by stericycle for the safe disposal of this medication. In addition, discontinued medication will be recorded as such in the resident's chart.

\_\_\_\_\_  
Jennifer Nelson-Seals,  
Executive Director

\_\_\_\_\_  
Date: