



**POLICY: R-V-6**  
**DEPARTMENT:** Community Services  
**CATEGORY:** Medication and Treatment  
**EFFECTIVE DATE:** April 2018  
**SUPERSEDES VERSION DATED:** December 2015  
Page 1 of 4

**Policy & Procedure Manual**

---

**MEDICATION ADMINISTRATION WHILE AWAY  
FROM HOME – R-V-6**

---

**POLICY:**

Medications and treatments will be sent with individuals who will be away from home during their usual medication and treatment times.

Anyone who provides support to people while they are away from their home will receive all required information related to medication administration.

Students on placement are not permitted to administer medications to individuals while away from home.

**PURPOSE:**

To ensure individuals receive all medications as ordered while away from home.

**PROCEDURE:**

**I. INDIVIDUALS AWAY FROM THEIR RESIDENCE WITH OPTIONS' EMPLOYEES:**

**When individuals are away for less than 24 hours:**

1. Staff accompanying the individual will be responsible for preparing any required medications from the supply on hand including PRN medications.
2. PRN medication used for behaviour will not be taken out of the home on an LOA except in extenuating circumstances which have been approved by the Supervisor.
3. Take all of the PacMed Pouches required for each administration time.
4. Treatments and liquid medications will go in their original container.
5. Documentation will be made in the individual's progress notes and in the Daily Log book.
6. PRN Ativan required for seizures will be taken out with the individual in the PacMed Pouch supplied by Janzen's Pharmacy. Documentation will be made on the



Personal Support Services

**POLICY: R-V-6**

**DEPARTMENT:** Community Services

**CATEGORY:** Medication and Treatment

**EFFECTIVE DATE:** April 2018

**SUPERSEDES VERSION DATED:** December 2015

Page 2 of 4

Controlled Drug Administration and Count Record when taking out/returning according to PRN Controlled Drugs – To Obtain, Store and Administer Policy R-V-5.

7. Upon return the staff accompanying the individual will document medication administration if required, according to Documentation of Medication and Treatment Administration Policy R-V-3.

**When individuals are away for more than 24 hours:**

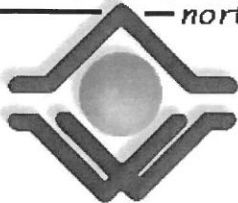
1. Staff accompanying the individual will take the individuals medication cards, PRN cards, treatments and MAR sheets away with them.
2. While away, staff will document medication administration according to the Documentation of Medication and Treatment Administration Policy R-V-3.
3. Upon return, staff will place the medication cards back on the appropriate racks, the MAR sheets back in the Medication Administration binder and document in the individual's progress notes.

**II. INDIVIDUALS AWAY FROM THEIR RESIDENCE WITH ANYONE OTHER THAN OPTIONS' EMPLOYEES:**

**NOTE: Anyone supporting the individual with medication administration will receive the appropriate training related to the reason the medication is given, how it is given and any protocols for the administration of the medication. If the person providing support is from another agency, the supervisor of that agency will be contacted to ensure all required staff are trained.**

**Less than 24 hour's notice of the Leave:**

1. Staff will be responsible for preparing any required medications from the supply on hand.
2. Supply the person assuming responsibility of the individual's medication administration with all PacMed pouch for the duration of their leave.
3. Treatments and liquid medications will go in their original containers.
4. Arrangements for any required PRN medications will be made through the family physician and Janzen's Pharmacy.
5. Documentation will be made in the individual's progress notes and in the Daily Log book stating which LOA medications were prepared and sent out.



6. In the individual's absence, staff will make the appropriate notation on the MAR sheet at medication administration time (using the appropriate MAR notation) and make a note in the progress notes.

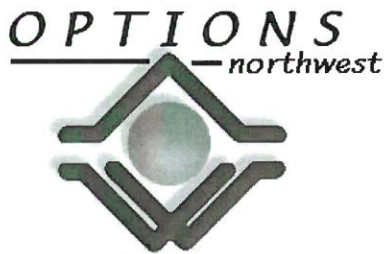
**More than 24 hour's notice of the leave:**

1. At least 24 hours prior to the planned leave, staff will contact Janzen's Pharmacy and request the required medications for the leave stating individual's name, address, dates of the leave and list of medications required. Arrangements for any required controlled PRN medications will be made through the family physician and the Pharmacy.
2. When the Janzen's delivers the medication to the home, staff will check the medications for accuracy.
3. Document the details of the leave in the individual's progress notes and the Daily Log book, including that medications were prepared by the Pharmacy.
4. Documentation will be made in the individual's progress notes and Daily Log book stating when the LOA medications were sent out and to whom they were given. The appropriate notation will be made on the MAR sheets at all regular medication times.
5. If time does not permit for Janzen's to dispense the LOA medications, staff will prepare all medications required for 24 hours according to section 1 above, and the Pharmacy will be contacted to prepare medications for the remainder of the leave.

**More than 24 hours notice of the leave – Special Circumstances:**

1. Individual's LOA medications may be prepared by the staff in the home in a different manner, depending on the responsible person's abilities and needs. A plan for this extenuating circumstance will be approved by the Community Service Supervisor and found in the Individual's Support Plan.
2. At a planning meeting, it will be determined whether it is in the best interest of the individual that medications for an LOA be prepared by the staff in the home. During this meeting and in consultation with the responsible person it should be determined whether specialized dispensers (e.g. a "dosette") would assist in the safe administration of the LOA medications.
3. Prior to the leave, a staff member assigned to medications will be responsible to prepare and package the medications required for the duration of the leave.
4. The details of the leave, including which staff prepared the medications, will be documented in the individual's progress notes and Daily Log book.





Personal Support Services

**POLICY: R-V-6**  
**DEPARTMENT:** Community Services  
**CATEGORY:** Medication and Treatment  
**EFFECTIVE DATE:** April 2018  
**SUPERSEDES VERSION DATED:** December 2015  
Page 4 of 4

5. Documentation will also be entered in the individual's progress notes and in the Daily Log book as to when the individual goes on the leave, and to whom the medications were given.
6. Each day the individual is away, the staff responsible for medication administration will make the appropriate notation on the MAR sheet.

**Upon Individual's return to their Residence:**

1. Treatments and liquid medications will be returned to the medication cupboard.
2. If an individual returns home with medications that have not been administered during the leave, an Incident Report will be completed following Medication and Treatment Incident Reporting Policy R-V-9 and the medication will be wasted in accordance with Medication Wastage/Disposal Policy R-V-7.

**RECOMMENDED BY:** Director, Community Services

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Community Services

**ORIGINAL POLICY DATE:** February 1995

**AUTHORIZED BY:** Executive Director

**SIGNATURE:**