

DISTRIBUTION OF MEDICATION

SECTION:	Medical Policy
PAGE:	1 of 2
SUBJECT:	Distribution of Medication
EFFECTIVE DATE:	9/2006
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POLICY

Medical Staff of Davis Behavioral Health will distribute those medications where indicated, while at no time assuming the role of pharmacist. Meticulous documentation of dates, name of drug distributed, their dose and names of clients will be kept. Doses will be maintained as prescribed by the provider, and/or as dispensed by the pharmacy. A record will be kept of any adverse reactions, drug-drug interactions. Protocols will be followed as developed for any serum levels, liver function, blood count, glucose level or other parameters that are recommended by the manufacturer in accordance with community “best practice” standards.

PURPOSE

The objective of this policy is to adopt and implement a center-wide set of policies that are designed to ensure appropriate distribution of medication by designated qualified staff.

PROCEDURE

- 1.0 A computerized database of medications is to be kept at medication distribution centers.
- 2.0 Regular inspections of expiration dates on samples of medications will take place monthly.
- 3.0 Documentation of client name, telephone, medications, allergies and adverse reactions will be kept in an electronic medical record.
- 4.0 One patient’s medications will not be used for another patient.
- 5.0 When treatment is discontinued, the remaining medications of that patient’s prescription will be discarded.
- 6.0 The Prescribing provider will be informed of all adverse drug reactions.
- 7.0 A careful enquiry will be made of a patients current medications, whether prescribed or over the counter; All medications will be entered into the electronic record so that medication interactions can be identified prior to administering any psychotropics.
- 8.0 Any change in current treatment plans, will accompany the concurrent changes in medications prescribed.

- 9.0 Current prescriptions will be maintained in the electronic medical record.
- 10.0 Blood tests as appropriate for a particular medication will be ordered in a timely fashion as per protocol recommended by the manufacturer in accordance with community “best practice” standards.