



BROADSTEP ACADEMY – ILLINOIS, INC.

POLICY AND PROCEDURE MANUAL

SECTION:	Policy and Procedure For Healthcare	Executive Director:	_____	_____
SUBSECTION:	Medical	Council Approval:	_____	_____
		U/R Committee:	_____	
		Board of Directors:	_____	
SUBJECT:	Medication Administration	Implementation date:	_____	
		Revision date:	<u>07/11/2018</u>	

POLICY

Broadstep Academy-IL is committed to providing a safe and healthy environment for all consumers entrusted to our care. Broadstep Academy-IL adheres to the proper procedure for administering medications to consumers as stated in the State of Illinois Administrative Code, Title 59, Part 116, Section 116.50 and Illinois State Board of Education (ISBE) regulations.

PROCEDURE

1. Medications shall be administered in accordance with the Mental Health and Developmental Disabilities Administrative Act (20 ILCS 1705) and the IL Nursing and Advanced Practice Nursing Act (225 ILCS 65).
2. Non-licensed staff shall not administer any medication in an injectable form, with the exception of an EpiPen, after training in First Aid has occurred.
3. A registered professional nurse, advanced practice nurse, physician licensed to practice medicine in all of its branches, or physician assistant shall be on duty or on call at all times.
4. Authorized direct care staff shall not administer PRN medications unless there is a written protocol approved by a nurse-trainer and prescribing practitioner for each individual and for each medication and the ADSP received verbal authorization from the RNOC. A written protocol shall include:
 - a. The name of the consumer
 - b. The name, route and dosage form of the medication
 - c. The dosage or quantity to be taken
 - d. The frequency or times of administration
 - e. The conditions for which the medication may be given
 - f. The contraindications for the medications
 - g. The maximum or stop dosage
 - h. Any necessary special directions and precautions for the medication's preparation and administration
 - i. The common severe side or adverse effects or interactions and the action required if they occur
 - j. The proper storage, locked storage cabinet
5. Drugs that are regularly available without prescription at a commercial pharmacy such as uncontrolled cough syrups, laxatives and analgesics may be stock and used for PRN medications. These shall be given to a consumer only upon the written order of the

- physician, dentist, or podiatrist; shall be administered from the original containers; and shall be recorded in the consumer's medication administration record (MAR).
6. On a daily basis, Staff are to conduct a count of all medication, per consumer. The amount of the medication will be documented on a Medication Count Sheet specific to each consumer.
 - a. On a weekly basis the House Supervisor will conduct a check of the Medication Count Sheet.
 7. All changes in medication shall be noted on the medication administration record by a licensed practical nurse, registered professional nurse, advanced practice nurse, pharmacist, physician, physician assistant, dentist, podiatrist, or certified optometrist and reported to the registered professional nurse in charge of the program prior to the next dose.
 8. In the Broadstep Academy-IL School setting, only the RN will pass medications for those students who require a regularly prescribed medication to be passed during School hours or have the need for a prescribed PRN medication to be passed during the School Day.