

Chapter: Medical & Healthcare Services  
Subject: Medications  
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NRTC has written policies and procedures for administering medication to youth, including the self-administration of medication as appropriate to a youth's age and functioning level, for keeping medications in a safe place away from youth and for monitoring potential side effects of medication.

### **Prescription Medications**

Upon admission to NRTC, staff shall document any currently prescribed medications for the youth being admitted.

1. This information is documented on the youth's face sheet and in a memo posted in the staff office. Staff will also document the name of the youth and the medication on the log sheet under the "Medical Alert" heading.

In consultation with the youth's physician, the probation officer or case manager will review each youth's current regimen of medication at least at the time of each semi-annual administrative case review or as often as directed by the youth's physician and, as authorized by the physician, make adjustments to that regimen as appropriate. In no event shall staff begin, alter, or suspend a youth's medication without the documented approval of a physician.

If a youth misses dosages of the medication for less than a forty-eight hour period, NRTC will follow the instructions of the physician or the pharmacy that filled the prescription before restarting the medication. If a youth misses dosages of the medication for longer than a forty-eight hour period, NRTC staff will contact the physician or the pharmacist that filled the prescription and obtain written instruction on how to restart the medication. This will be kept in the youth's log.

Each staff person who is in any way responsible for administering medication to a youth will be provided with a written schedule of the youth's medication. This schedule will be maintained in each youth's case record. NRTC maintains a written cumulative record of all prescribed medication administered to a youth during placement in the facility. The current record will also be located with the medication.

1. Upon receiving prescribed medication for a youth, staff will review the prescription for accuracy and fill out a Prescription Medication form for each medication. This form includes the following information:
  - The name of the youth
  - The name of the medication to be administered

- The proper dosage of each medication to be administered
  - The timetable for administration of the medication
  - Instructions regarding administration of medication
  - Information concerning possible side effects of each medication as indicated by the physician or pharmacist
  - Reasons for altered or missed dosages of medication
  - The date and time each dose is administered
  - Both the youth and the staff member administering the medication shall initial the form each time a dosage is given
2. The Prescription Medication form is placed in the Medication Logbook, which is located with the medications. All medications are stored in a locked medicine cabinet located in the locked staff control room. Additional medications may be stored in the locked office of the business manager. Medications that require refrigeration shall be stored in the refrigerator located in the locked kitchen.
  3. Staff members are responsible for ensuring that medications are dispensed as prescribed and for monitoring the youth for possible side effects. Due to the nature of the facility, all medications must be locked up and administered only by staff; therefore no youth at NRTC will self-administer medication.
  4. No youth will be given any prescription medication which has not been prescribed for the youth.
  5. When the prescribed medication is gone or the Prescription Medication form is full, the form shall be placed in the youth's file in order to maintain a written cumulative record of all prescribed medication administered to a youth during placement at NRTC.

### **Non-Prescription Medications**

Staff also may administer over-the-counter (OTC) medications for common conditions, such as colds, headaches, seasonal allergies, etc. These medications are kept in the locked closet in the locked staff control room.

1. Staff shall fill out a Non-Prescription Medication form for each youth who receives OTC medications. The form shall be located in the Medication Logbook, and completed forms will be placed in the youth's file. The form includes the following information:
  - The name of the youth
  - The date and time the medication was administered
  - The condition of the youth (cold, headache, etc.)
  - The name of the medication
  - Both the youth and the staff member administering the medication shall initial the form each time a dosage is given