

Chapter: Medical & Healthcare Services
Subject: Medications
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ODJFS Rule: 5101: 2-9-14
COA Standard: PA-RPM 4.01-4.08
Revised: 5/12/20

NRTC has written policies and procedures for administering medication to youth, for keeping medications in a safe place away from youth and for monitoring potential side effects of medication. All personnel directly involved in dispensing, administering or storing medication receive training and demonstrate competency in medication control and administration. NRTC staff do not prescribe medication. NRTC contracts with community health providers, and contracted agencies are responsible for the oversight of training and competency of their providers.

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.

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. Staff is responsible ensuring medication is dispensed as prescribed.
 - When administering medication to a youth, staff is responsible for identifying the individual who is prescribed the medication.
 - Staff will ensure that medication being administered is the correct medication ordered and that it has not been tampered with.
 - Staff will assess youth for side effects of medication and consult medical personnel as needed.
2. 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
3. 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.
 4. 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.
 5. No youth will be given any prescription medication which has not been prescribed for the youth.
 6. 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.

Missed Medication

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 file.

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

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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

Discarding Medications

If a youth's medication is discontinued or a dose is changed by the South Community prescriber, that medication is destroyed within 30 days of the change. The medication(s) are removed from the medication cart, located in the medication room, and are brought to the business manager's office for destruction. The business manager and an additional staff member count the medications that are to be discarded and log them individually on the discarded medication log. The medication once counted and logged are placed into a "Deterra" drug deactivation system bag and destroyed. The Deterra bags are taken to the dumpster on the day of destruction.