

POLICY AND PROCEDURE MANUAL CENTRAL VALLEY HEALTH DISTRICT

SECTION: NURSING SERVICES

POLICY #: 422 MEDICATION SET UP

POLICY: Central Valley Health District provides assistance to individuals in setting up medications.

PROCEDURE:

1. Medication set-up for clients may be done within the home or office setting depending on the following criteria:
 - a. Client has mental health issues which may put them at risk of overdosing or under dosing on medications if stored in their own home.
 - b. Client is confused and may be in danger of adding/deleting medication from their medi-planner.
 - c. Client does not have family available to store/monitor/setup medications in their home.
2. Complete client record and appropriate documentation per policies.
3. Nurse reviews clients medications and completes a medication reconciliation and updated medication list (see medication list form). Nurse will verify client's current medications with their primary health care provider and receive medication orders. Orders should include dosage, medication name and frequency of dosing.
4. Depending on client needs, medications are filled weekly, every 2 weeks, or longer if appropriate. Central Valley Health District will have available medi planners to assist clients with medication fills. The fee for medi planners is \$5.00.
5. Nurse encourages consistent day for medication set up. Encourage client to use office visit setting for medication set up versus home visit.
6. Nurse will assess/assist:
 - a. Compliance with following physicians orders
 - b. Assist with re-ordering medications (upon arrangements of client/family. Client/family responsible for payment of medications.)
 - c. Non-compliance may constitute discontinuation of medication set up services.
7. Storage of medications- Office setting
 - a. No controlled substances will be stored at Central Valley Health District.
 - b. Client medications are stored in plastic containers, labeled with client's name. Plastic containers are placed in locked storage cabinet located in nurses' office.
8. Public Health Emergencies:

May limit availability of medication set up service. Central Valley Health District will attempt to provide alternative means of medication set up during a Public Health emergency, for example: family or neighbor assisting with set-up

Medication Set Up means to prepare the medication planner with meds for the client
Medication Dispensing is to physically give the prepared med planner to the client
When a client's medications are ready to dispense "ready" will be written by the clients name in the appointment calendar in addition to placing a green flag on the planner.

Medication Set Up Process

See Client-if question as to service needed refer to chart and appt. calendar

Assess-brief and concise-all MSU clients should have a periodic assessment

Dispense Medications-Make Appointment for next visit

Chart-flow sheet each visit-progress note for changes with client

Complete Pink charge sheet to reflect services completed for visit

Check Medication Supply to make sure there are enough pills to complete next med fill

Proceed accordingly

If “YES”-then

- Complete Medication Set Up
- Complete Pharmacy Refill reorder form-place in Pharmacy re-order file.
- Mark medication bottles to be refilled with the date of the refill order
- Flag med box with a green paper flag –include any pertinent instructions for next visit
- Chart on the flow sheet
- Re-file the chart

If “NO”-then

- **DO NOT partially fill a medication planner**
- Complete med re-order form and place in the Pharmacy Reorder file.
- Place Red flag on med box-attach any pertinent instructions.
- Mark medication bottles to be re-filled with the date of the refill order.
- Chart on the flow sheet
- Re-file the chart
- Medication set up will be done when all medications have been received at CVHD.
- Chart that medications were set up and re-file the chart.
- Place green flag on planner to indicate that meds are prepared for next visit