

Mission Mountain Enterprises, Inc.  
Assisting with Self-Administration of Medications

- Take one individual to the med area.
- Assist them in removing medication envelopes from the locked cabinet.
- Assist individual in opening the MAR.
- Compare MAR with label on the docu-dose envelope. **Do Not** give medication if a discrepancy is present. Call the pharmacy to report the problem. Follow their instructions to remedy the error and assist with the medication.
- You may:
  - a) Provide verbal suggestions, prompting, reminding and gesturing to assist the individual in proper medication self administration.
  - b) Hand a pre-filled, labeled medication holder, labeled unit dose container or original marked container from the pharmacy to the client.
  - c) Open the lid of the container for the individual.
  - d) Guide the hand of the individual to self-administer medication.
  - e) Hold and assist the individual in drinking fluid to assist in swallowing medication if needed.
  - f) Assist with the removal of a medication from a container for individuals with a physical disability, which prevents independence in the act.
- Sign all pertinent documents including dating and signing the docu-dose envelopes.
- Lock all meds in cabinets before leaving the med area.

REMEMBER

- Staff need to double-check that **ALL** medications have been given before leaving their shift.
- **ALL NARCOTICS** need to be under double-locks and are to be counted and signed for every shift by one staff coming on shift and one staff going off shift.
- Only staff who have passed the “Managing Medication” State Proctored Test and passed with a 90% are allowed to assist clients with taking their medications.
- It is against the law and against MME policy for uncertified staff to assist clients with administration of their medications.
- Clients must be involved in their own medication programs
- The pharmacies fill all docu-dose envelopes and deliver to facilities. You need to give the pharmacy adequate notice if meds are needed.
- The “Medication Assistance Practicum” needs to be completed annually. Medication Certification is completed every two year.
- It is staff’s responsibility to schedule a time to complete the Med Practicum test with their Manager.

I \_\_\_\_\_ have read and understand the above protocol.

Print name here

Date \_\_\_\_\_

Signature

Manager

Medication Assistance Practicum

Yes No Comments:

Assistance With Oral Medications  
Proper environment: free of distractions,  
Washes hands both client & staff

Unlocks med cabinet and removes Meds.

Reads and compares label with orders on  
MAR. Does 4 checks: right client, right  
med, right dose, right time.

Follow Client's Medication Program

Assists client to remove meds from docu-  
dose envelope to med cup.

Signs off MAR and initials and dates  
docu-dose envelope

Assists client to drink enough fluid to help  
swallow meds

Returns medications to cabinet and locks  
cabinet door.

Describe how to assist client with eye  
drops, ear drops, nasal sprays, and  
topical medications.

Demonstrates use of thermometer

Knows where narcotics are kept and the  
counting procedure, and signing out.  
Medication Error Report Form, when  
to use and why?

Physician report forms, Seizure Report  
forms - how to fill out.

Mar's colors, new orders, d/c'd meds,  
PRN's, when and how to call nursing,  
when and how to call emergency staff.

Knows how to assist with administration  
of nebulizer meds.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Signature of Lead: \_\_\_\_\_