

## **Safe Medication Assistance Policy and Procedure for Basic Services**

### **Policy**

It is the policy of Lifeworks to provide safe medication assistance:

- when assigned responsibility to do so in the person's coordinated service and support plan (CSSP) or the CSSP addendum; and,
- using procedures established in consultation with a registered nurse, nurse practitioner, physician's assistant or medical doctor;

**Definitions.** For the purposes of this policy the following terms have the meaning given in section [245D.02](#) of the 245D Home and Community-based Services Standards:

- A. "Medication" means a prescription drug or over-the-counter drug and includes dietary supplements.
- B. "Medication administration" means check the person's medication administration record, preparing the medication as necessary, administering the medication or treatment to the person, documenting the administration of the medication or treatment or the reason for not administering the medication or treatment, and, reporting to the prescriber or a nurse any concerns about the medication or treatment, side effects, adverse reactions, or a pattern of the person refusing to take the medication or treatment as prescribed.
- C. "Medication assistance" means medication assistance is provided in a manner that enables the person to self-administer medication or treatment when the person is capable of directing the person's own care, or when the person's legal representative is present and able to direct care for the person.
- D. "Medication setup" means arranging medications according to the instructions provided by the pharmacy, prescriber or licensed nurse, for later administration.
- E. "Over-the-counter drug" means a drug that is not required by federal law to bear the statement "Caution: Federal law prohibits dispensing without prescription."
- F. "Prescriber" means a person who is authorized under section [148.235](#); [151.01](#), subdivision 23; or [151.37](#) to prescribe drugs.

### **Obtaining Consent to Administer Medication**

Lifeworks only accepts referrals for persons needing support with medication assistance. Lifeworks staff do not perform medication administration or medication set up duties.

Lifeworks requires written authorization from the person or person's legal representative in order to provide assistance with prescription medication or over the counter medications or treatments. This authorization shall remain in effect unless it is withdrawn in writing and may be withdrawn at any time.

### **Medication Set Up**

Lifeworks staff will not be responsible for medication set up for persons receiving services.

### **Medication Administration**

Lifeworks staff will not be responsible for medication administration for persons receiving services.

**Medication Assistance**

When Lifeworks is responsible for medication assistance, staff may:

1. Bring to the person and open a container of previously set up medications;
2. Empty the container into the person's hand;
3. Open the original container for the person;
4. Bring to the person liquids or food to accompany the medication; and
5. Provide reminders, in person, remotely, or through programming devices such as telephones, alarms, or medication boxes, to take regularly scheduled medication or perform regularly scheduled treatments and exercises.