

# Vista Prairie Management, LLC

## POLICY AND PROCEDURE

### SUBJECT: ADMINISTRATION OF MEDICATION, TREATMENT AND THERAPY BY UNLICENSED PERSONNEL

Accountability: RN, LPN, Unlicensed Personnel Document No.: MED-9.0

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**POLICY:** Unlicensed personnel that satisfy the training requirements, have been determined competent to follow the procedures and have been delegated the responsibility by the RN, may administer medications, orally, by suppository, through eye drops, through ear drops, by use of inhalant or nebulizer, insulin injection or topically by following the RN's written instructions for administering the medications to the resident.

#### PROCEDURE:

1. Unlicensed personnel that will provide assistance with medication, treatment and therapy administration will be trained and competency tested by the RN on the following:
  - a. The complete procedures for checking the resident's medication administration record and medication profile, treatment and therapy profile and any additional information.
  - b. Infection control precautions that must be followed when administering medications, treatment and therapy.
  - c. Preparation of the medication for the resident when necessary;
  - d. Administration of the medication, treatment and therapy to the resident (or assistance with self-administration).
  - e. Documentation, after assistance with self-administration of medications or medication, treatment and therapy administration, consistent with our community's procedures for documenting the MAR.
  - f. The procedure for staff to notify the RN of any medications or dietary supplements that are being used by the resident and that are not included in the assessment for med management services.
2. Medications, treatment and therapy always need to be administered according to the "6 Rights"
  - a. Right person
  - b. Right medication, treatment or therapy
  - c. Right time
  - d. Right route (by mouth, eye drops, to the skin, etc.)
  - e. Right dose (how many milligrams, drops, etc)
  - f. Right chart/record to document that the medication, treatment and therapy was taken
3. The RN may delegate to unlicensed personnel the task of providing assistance with self-administration of medications or may delegate administration of medications, treatment and therapy if the unlicensed personnel have satisfied the training requirements listed above and:

- a. Before performing the procedures, the RN has instructed the unlicensed personnel in the proper methods to administer the medications, treatment and therapy and the unlicensed personnel have demonstrated the ability to competently follow the procedures;
  - b. The RN has developed written, specific instruction for each resident
  - c. The RN has communicated with the unlicensed personnel about the individual needs of the resident; and
  - d. The RN has documented that the unlicensed personnel have been trained and have demonstrated competency to follow the procedures.
4. Documentation of each unlicensed staff person's training and competency to assist or administer medications, treatment and therapy will be retained in the personnel record of each staff person who has satisfied the above training and competency requirements.

**Effective Date: August 1<sup>st</sup>, 2021**

**Reviewed By: Vista Prairie Management**

**Revised By:**

**Date: July 21<sup>st</sup>, 2021**

**Date:**

# Vista Prairie Management, LLC

## POLICY AND PROCEDURE

**SUBJECT: TRAINING UNLICENSED PERSONNEL FOR MEDICATION, TREATMENT AND THERAPY ADMINISTRATION**

Accountability: RN, LPN, Unlicensed staff

Document No.: MED-10.0

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**POLICY:** Before the RN delegates the task of assistance with self-administration of medications or the task of medication administration, treatment and therapy the RN will instruct the unlicensed personnel on performing these tasks and determine the unlicensed personnel as competent to perform the tasks.

**PROCEDURE:**

1. After the unlicensed personnel have met the qualifications for orientation, the RN will instruct and competency test the unlicensed personnel on the following topics and tasks before delegating to them the task of medication administration, treatment and therapy.
  - a. The 6 RIGHTS of administration
  - b. Infection control techniques that must be followed when administering medications, treatment and therapy including hand washing and the use of gloves when appropriate.
  - c. The complete procedure for checking a resident's record and the nurse's written procedures specific to the resident for the administration of any delegated tasks. This includes procedures for administration of any over-the-counter medications, PRN medications, dietary supplements or treatment and therapy that our assisted living community has agreed to provide for the resident.
  - d. Procedures for the proper methods to administer medications, treatment and therapy to the resident.
  - e. How to document services provided for the resident consistent with our community's MAR documentation procedure.
  - f. The type of information reportable to a nurse regarding assistance or administration of medications, treatment and therapy including side effects, effectiveness, refused or held medications and medication errors and provision of treatment and therapy.
2. The RN must have communicated with unlicensed personnel about the individual needs of the resident prior to the delegation of nursing or therapy tasks to the unlicensed personnel. This communication will be orally, in person or in writing.
3. The RN will document the training and competency of unlicensed personnel to competently administer each type of service they are assigned in the staff person's personnel record.

**Effective Date: August 1<sup>st</sup>, 2021**

**Reviewed By: Vista Prairie Management**

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