



# ADULT & CHILD HEALTH

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| <b>Policy Name:</b> Storage, Administration, and Accounting of Medications in Foster Homes   | <b>Policy Number:</b> 18.23 | <b>Section:</b> Programs and Services - Child Welfare |
|  |                             | <b>Subsection:</b>                                    |
| <b>Effective (Original) Date:</b> 11/1/12  | <b>Revised Dates(s):</b>    | <b>Date Last Reviewed:</b><br>8/30/16                 |
| <b>Approved By:</b><br><br><br>Allen Brown, CEO<br><br><br>Charles Coats, M.D., Medical Director | <b>References:</b>          |   |

## Policy Statement

Adult & Child Health (A&C) respects the important role that medications can play in the treatment of health and/or emotional related problems. The Therapeutic Foster Care Program will implement procedures which prevent the intentional abuse and avert the accidental misuse of medications within the foster family home. All medications, prescribed or over-the-counter, shall be handled in a secure manner and administered as prescribed or labeled. Any adverse side effects of medications will be reported to the prescriber in order to consider alternative treatments, if necessary.

## Purpose

A&C Foster Families will ensure secure storage of all medications within the foster home. Dispensing of medication will be accurate and recorded on a medication log. Foster Parents will receive training regarding this policy prior to licensing and instruction will be provided in the foster parent handbook that is provided to all foster families at their initial family assessment (home study).

## Procedures:

### I. Storage –

- A. All prescription medications and over the counter medications MUST be kept in a locked compartment (drawer, cabinet, or box) that is inaccessible to any minor youth in the home.
- B. Prescription medication must be kept in the original container labeled with: the child's name, date, instructions, and the physician's name.

## II. Administration –

- A. No prescription medication shall be administered to a child without orders from a licensed medical professional. Medication for the child shall be dispensed in accordance with the medical practitioner's instructions.
- B. Children who are prescribed psychotropic medication must have received:
  - 1. Any consents required by the department prior to giving the medication, and;
  - 2. Instructions regarding the administering of the medication and its possible side effects, in writing, from either the prescribing physician or the pharmacist.
- C. Over the counter medication may be given as determined by the foster parents or as recommended by a licensed medical professional.
- D. The foster parent should notify the Primary Care Physician or other healthcare professional of all medications the child is taking in order to prevent any potentially harmful drug interactions. The foster parent should consult with a pharmacist regarding drug interactions when considering over-the-counter medications or homeopathic treatments.
- E. A mature youth may self-administer medication only under close supervision and observation of the foster parent with DCS written approval.
- F. If a caretaker other than the foster parent (i.e. school/daycare/respite provider) will administer medication, it is the responsibility of the foster parent to ensure safe delivery and proper instructions to those persons regarding medication being taken by the youth.
- G. Any refusal of youth to take prescribed medication should be reported immediately to the Therapeutic Care Specialist and to the appropriate healthcare professional. The child will not be forced to take the medication, but should be informed the consequences of not taking the prescribed medication.
- H. For children who receive injectable medication, all sharp instruments and needles must be disposed of in a manner which prevents risk of puncture to any person.

## III. Accounting –

- A. The foster family will log all medication (including over-the-counter) dispensed to the child on a Medication Log. Log entries will be recorded daily, for a period of one month. Foster parents will submit monthly logs to A&C at the end of each month to be included the client's file.
- B. When a youth self-administers medication under the supervision and observation of the foster parent, the Foster Parent is responsible for recording the youth's administration of the medication on the medication log.
- C. Refused or missed doses of medication must be marked on the Medication Log with an "O" to indicate a missed dose.