

STANDARD OPERATING PROCEDURES	Center Name:
	SOP No.:
	Effective Date:
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Approval:	
PRH reference: #	
Title: Prescribed Non-controlled Medications	

This SOP is just an example. Each center must create its own policy to meet its students' needs that complies with applicable state and Federal laws.

A. PURPOSE

To address the prescribing, dispensing, administering, and observing self-administration of prescribed non-controlled medications in a manner that meets the state professional practice laws. The goal of medication management on center is to provide students with prescribed non-controlled medications in a safe manner.

B. POLICY

The Health and Wellness Manager (HWM) must determine which center health practitioners are legally authorized to prescribe, dispense, and/or administer a prescription medication according to state and Federal laws.

For long-term medications, the HWM (or designees who are authorized under their state license to administer drugs) must confirm the rationale for the medication prescription at least monthly with the prescribing health professional. Medication rationale and review includes student compliance, side effects, need for dosage adjustment, and whether or not the medication is leading to the desired effect.

If applicable, the HWM will identify and train/certify unlicensed non-health staff to be legally authorized to observe self-administration of doses according to state laws when the Health and Wellness Center (HWC) is closed.

C. PROCEDURES

1) During HWC Business Hours (example):

- Verbal and written prescriptions must be documented in the Student's Health Record (SHR) and include the date, name of medication, how much to take, how to take it, how often, and the prescribing practitioner's name, title, and signature. Medications should be prescribed in accordance with state and Federal law.
- Verbal prescriptions obtained when the prescribing practitioner is not on center must be documented in the SHR by the nurse taking the verbal prescription and signed by the prescriber at his/her next center visit.

- Prescriptions must be legible. The prescription order must be capable of being read and understood by the pharmacist filling the prescription or the nurse or other practitioner implementing the medication order on center. Prescriptions can be hand printed, typewritten, or electronically generated.
- Nurses must document in the SHR that a prescription order has been transcribed to a Medication Administration Record (MAR) exactly as the order reads.
- Prescriptions generated for students by health practitioners in the community or at the student's place of residence, and brought to the center, must be reviewed and approved by the center physician/nurse practitioner/physician assistant and, if approved, transcribed on a MAR.
- Each time a prescription is filled, the student must be provided consumer medicine information in accordance with state pharmacy laws.
- The administering practitioner must use the MAR as the guide to the administration of a drug (See MAR Form Template). Administration includes (**this may vary in accordance with state laws**):
 - Administering practitioner matches the student's name on the MAR against the student's ID.
 - Administering practitioner matches the drug's label against the MAR.
 - Administering practitioner makes available for self-selection the dose as prescribed on the drug label and the MAR.
 - Administering practitioner checks that the drug is being given at the correct time and confirms when the last dose was given.
 - Administering practitioner documents the time, route, and any other specific information as necessary on the MAR.
 - If the medication requires patient monitoring, such as blood pressure or blood sugar measurements, administering practitioner documents this monitoring in the SHR.
 - Administering practitioners should offer counsel and educational materials about the medications they are administering upon each refill and anytime the student requests the information.
 - Administering practitioners should file the MAR in the SHR at least monthly. If there is additional narrative, document on the Chronological Summary of Medical Care (SF-600).
- All prescription medications shall be disposed of in compliance with state and Federal laws.
- When a student leaves the center, prescription medication(s) shall be made available and sent with the student. If a student leaves center when the HWC is closed, medications shall be promptly sent to the student in compliance with the sending and receiving state laws.
- Exceptions to managed doses include asthma inhalers, insulin (including vials or pens, syringes, and needles), Epi Pens, and oral contraceptives. Refills should be documented on the Chronological Summary of Medical Care (SF-600). **See Student Self-Management of Medication section below for handling of exceptions.**

2) Observation of Self-Administration of Prescribed Medication After Hours (**example**):

- When the HWC is closed and self-medication management is not an option, the administering practitioner will place all prescribed medication and a medication observation record (MOR) in the prescription lockbox and send this lockbox to Social Development/Residential (**insert where lockbox is kept**) to be readily available to students.
- Medication in the prescription lockbox must be properly labeled and packaged in compliance

with state and Federal laws.

- Depending on state law, students may self-package their medications for the lockbox under the observation of a staff nurse.
- Unlicensed staff observe and make medication readily available for students to access in a safe and controlled manner. This is similar to a home “medicine cabinet.” Staff observing medication self-administration must meet state laws, be trained, and have a personal authorization on file for this task.
- Observation of self-administration by unlicensed staff includes (**this may vary in accordance with state laws**):
 - Authorized staff opens lockbox.
 - Student’s prescribed medication is made available to the student.
 - Authorized staff person ensures the identity of the student matches the prescription.
 - Authorized staff person observes the student self-select and self-administer the correct dose.
 - Authorized staff person documents observation on the MOR, signs it, and has the student sign the MOR (See MOR Template Form).
 - Medication and MOR is placed back in the lockbox.
 - The lockbox and observation sheets (MORs) are returned to the HWC each _____ (**based on center’s individual policy, example: each morning or each Monday**).
 - The MOR will then be filed in the SHR by HWC staff.
- It is the responsibility of the HWC staff (**insert responsible personnel**) to explain and ensure students understand the process for obtaining individually prescribed medications from the assigned staff after hours, on weekends, and holidays.
 - HWC staff should explain possible consequences of not taking medications as prescribed and that medication compliance will be monitored closely.
 - Students should be informed that they are responsible for obtaining their medications after hours and that staff will not locate and remind them.

3) Student Self-Management of Medication (**example**):

- Four types of medication should always be classified for self-management. These include: inhalers for asthma, insulin for diabetes, Epi Pens for severe allergies, and birth control pills.
 - For their own health and safety, students should always carry on their person their prescribed inhalers, insulin (including vials or pens, syringes, and needles), and Epi Pens.
 - A one-month supply of oral contraceptives may be given to a student each month to self-administer.
 - Refills should be documented on the Chronological Summary of Medical Care (SF-600).
- For other prescribed non-controlled medications, once a student demonstrates competence in taking his/her medication, he/she may be eligible to participate in self-medication, where the student is given doses for a select number of days. Eligibility should be determined at a case conference or medication check for psychotropic medications.
- It is the responsibility of the HWC administering practitioner to explain possible consequences of

not taking medications as prescribed and note that medication compliance will be monitored closely. It should also be explained to the student the consequences of diversion, using inappropriately, losing, trading, or trying to sell their medications to others.

- Self-management of medication includes (**this may vary in accordance with state laws**):
 - All medication made available for self-management must be properly labeled and packaged. Packaging must meet applicable state's laws for distribution (**insert applicable laws**).
 - Student may self-select and self-package under the observation of a staff nurse if this meets state laws.
 - The number of doses made available for self-management will be determined by the administering practitioner based on type of medication and reliability of the student based on past compliance.
 - Documentation will be made on the MAR. The MAR should be filed in the SHR at least monthly. If there is additional narrative, document on the Chronological Summary of Medical Care (SF-600).

- Students unwilling or unable to take their prescription medications as ordered shall be required to return the unused portion to the administering practitioner during designated HWC open hour times. Disposal of medications will be in accordance with state and federal laws.

D. DEFINITIONS

Prescription Medications

Prescription medications are drugs that can only be acquired or purchased through a prescription order written by a physician or other prescribing practitioner. Other prescribing practitioners vary by state and include physician assistants, nurse practitioners, and dentists.

Administration

Administration of a medication means the direct application of a prescription medication whether by injection, inhalation, ingestion, or topical application to the body of a patient.

Dispensing

Dispensing means the preparing and packaging of a prescription medication, pursuant to a prescription or order, in a container and labeling the container with information required by law. Filling or refilling medication containers with prescriptions for subsequent use by a student is "dispensing." Providing quantities of unit dose prescription medications for subsequent administration is also "dispensing."

- The HWM must determine which health staff practitioners are legally authorized to dispense prescription medications.
- If the center physician applies for and receives a pharmacy license for the center, that license must be posted in the HWC.

Observation by Unlicensed Personnel

Observation by unlicensed staff means that medication self-administration is monitored or witnessed. Unlicensed staff delegated to observe medication self-administration must meet requirements outlined by state pharmacy laws. Oftentimes, laws require that unlicensed personnel pass a test and be certified before they may conduct this activity. Centers should check the requirements for observation by unlicensed personnel in their respective state.