

SECTION: NURSING SERVICES

POLICY #: 422 MEDICATION SET UP

POLICY: Central Valley Health District provides assistance to individuals in setting up medications.

PROCEDURE:

1. Medication set-up for clients may be done within the home or office setting depending on the following criteria:
 - a. Client has mental health issues which may put them at risk of overdosing or under dosing on medications if stored in their own home.
 - b. Client is confused and may be in danger of adding/deleting medication from their medi-planner.
 - c. Client does not have family available to store/monitor/setup medications in their home.
2. Complete client record and appropriate documentation per policies.
3. Nurse reviews clients medications and completes a medication list (see medication list form). Nurse will verify client's current medications with their primary health care provider and receive medication orders. Orders should include dosage, medication name, frequency of taking medication and route of administration.
4. Depending on client needs, medications are filled weekly, every 2 weeks, or longer if appropriate. Central Valley Health District will provide mediplanners to assist clients with medication fills. Fee for medi-planners is \$5.00.
5. Nurse encourages consistent day for medication set up. Encourage client to use office visit setting for medication set up versus home visit.
6. Nurse will assess/assist:
 - a. Compliance with following physicians orders
 - b. Assist with re-ordering medications (upon arrangements of client/family. Client/family responsible for payment of medications.)
 - c. Non-compliance may constitute discontinuation of medication set up services.
7. Storage of medications- Office setting
 - a. No controlled substances will be stored at Central Valley Health District.
 - b. Client medications are stored in plastic containers, labeled with client's name. Plastic containers are placed in locked storage cabinet located in nurses' office.
8. Public Health Emergencies:

May limit availability of medication set up service. Central Valley Health District will attempt to provide alternative means of medication set up during a Public Health emergency, for example: family or neighbor assisting with set-up