Name of Policy: **Self-Administration of Medications Policy Number:** 3364-160-SD-118 **Department: Psychiatry Approving** Chief Executive Officer, UTMC Officer: Responsible Chair/Medical Director Department of Psychiatry Agent: Administrative Director Department of Psychiatry Effective Date: 11/01/2021 Scope: **Psychiatry** Initial Effective Date: 1/1998 New policy proposal Minor/technical revision of existing policy Major revision of existing policy Reaffirmation of existing policy

(A) Policy Statement

When applicable, patients will self-administer medications properly and as appropriate.

(B) Purpose of Policy

To ensure that persons served in Outpatient Behavioral Health Services who are participating in comprehensive programming self-administer medication according to safety and legal guidelines. Patients in Outpatient Recovery Services will not self-administer medication during programming.

(C) Procedure

- 1. Only medication received as outlined in 3364-160-SD-120 will be self-administered.
- 2. Medication may be self-administered with a physician's order and parent/guardian request.
- 3. A psychiatrist/resident assigned to the Outpatient Services Program will review the request. Once the review is completed, the psychiatrist/resident will sign the order.
- 4. Training and documentation of competency of personnel monitoring self-administration of medications will be maintained.
- 5. Monitoring of self-administration of medications will be completed within thirty minutes before or after time designated on the order. Clinically appropriate reason(s) for the inability to carry out self-administration of medications as noted above shall be documented in the clinical record.
- 6. Two identifiers will be used to identify the client before monitoring the self-administration of medications as per 3364-160-SD-128.
- 7. Assistance in self-administration of medication of minors is limited to the following:
 - a) Staff member will escort the child to the office and staff monitoring the self-administration of medication will ensure child's identity by means of two identifiers.
 - b) Staff monitoring self-administration of medication shall take medication from the locked storage area, utilizing hand hygiene protocol.
 - c) Read the label of the medication to the child served (verifying the correct information as logged).
 - d) Open or aid with opening the container of medicine if the child is unable to do so.
 - e) Ensure hand hygiene protocol of child is complete and then observe child as he/she self-administers medication to ensure the child follows directions on the container; and
 - f) Secure medication in the locked cabinet, utilizing hand hygiene protocol afterward.
- 8. Staff member assisting in the self-administration of medication will log each occurrence of overseeing the self-administration of medication using medication log form.
- 9. A psychiatrist/resident assigned to the Outpatient Behavioral Health Services Program will be notified/consulted should a dose of medication be missed. If appropriate, the physician may write an order allowing a one-time self-administration of medication.

- 10. In the case of a missed dose involves a minor, the patient's parent will be notified of the deviation in the self-administration of medication.
- 11. An occurrence will be logged in Safety Net if there is a deviation in the self-administration of medications.

Approved by:		Review/Revision Date: 9/1999 02/2000
/s/	08/12/2021	08/2002
Rick Swaine, CPA Chief Executive Officer – UTMC	Date	10/2003 06/2004 08/2005 08/2006
/s/ Cheryl McCullumsmith, MD, PhD Chair/Medical Director Department of Psychiatry	Date	- \begin{align*} 10/02/2010 \\ 07/09/2013 \\ 01/03/2014 \\ 09/16/2016 \\ 03/22/2018 \\ 08/07/2018 \\ 07/6/2021
Lindsay Watson, MSW, LSW, MBA Administrative Director Department of Psychiatry	Date	-
Review/Revision Completed By: Agency Administration		Next Review Date: 07/06/2024
Policies Superseded by This Policy: ODMH-SD-118		THE RELIEF BREEF STRONGER