

Operational Guidelines for Medication Assistance

Guiding Principle

UCP must ensure that home and community based employees and Life Sharing contractors are adequately trained to assist participants with their medication needs.

Purpose

To provide direction on how home and community based employees and Life Sharing contractors will be supported to provide medication assistance per the participants needs.

Procedure

1. Medication assistance includes but is not limited to:
 - a. Storing the medication in a secure place;
 - b. Helping the participant to remember the schedule for taking the medication;
 - c. Offering the participant the medication at the prescribed times;
 - d. Opening a medication container and removing the medication from the original container;
 - e. Preparing the medication as ordered by the prescriber; and
 - f. Placing the medication in a medication cup or other appropriate container, or into the participant's hand, mouth or other route as ordered by the prescriber.
2. Determining medication assistance needs:
 - a. During the intake process, the Individual Support Plan (ISP) will be reviewed to identify the participants level of need required for medication assistance as defined above and document on the Health Maintenance Activity (HMA) Determination form. The HMA Determination form will be completed for all participants.
 - b. For current participants, ISPs will be reviewed annually to identify any changes in medication assistance.
3. The employee will be trained by the supervisor which will be documented and signed by both the supervisor and employee
4. If the participant's medication assistance needs change, the supervisor is responsible to communicate those needs with UCP and train the employee on the current need.