

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7012

SUBJECT: MONITORING MEDICATION

POLICY: Catholic Charities programs that monitor medication have controls governing proper storage and documentation which include the following procedures:

PROCEDURES:

- 1) The record must contain a copy of the written order of medication. For children in a child care program, the record must contain a copy of the written order of medication and/or the parental permission for the administering of any prescription or non-prescription drug, such as Tylenol.
- 2) Medication must be kept in locked storage with supervision and access by authorized personnel.
- 3) Medication must be properly labeled, with name of person served, dosage and name of medication, name of prescribing physician and prescription number.
- 4) Both adults and children shall self-medicate. Documentation must be maintained of when and by whom medication was removed from storage and given to a child/adult.
- 5) Documentation must be maintained when out-of-date medication or medication prescribed for former persons served is destroyed or returned.
- 6) Dispose properly of unused medication, syringes and medical waste.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 06/25/09