



NH Department of Health & Human Services  
Division for Children, Youth & Families

## DCYF Standard Operating Procedure

### 2273.1 PROCEDURES FOR ADMINISTERING MEDICATION

Policy Directive: **20-16**

Effective Date: **May 2020**

Implements Policy: **2273**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

This SOP defines the procedures for administering medications to youth at SYSC.

#### Procedure

*The following information is to support the implementation of the above referenced policy. This document shall not preclude staff from using their professional judgement based on individual circumstances, consistent with the requirements of the policy.*

- I. Orders may be obtained from any of the SYSC physicians, dentists, psychiatrists, physician's assistants, or nurse practitioners.
- II. The nurse will prepare medications in the quietest, least interrupted setting possible. The medications must remain within the nurse's reach and vision when not secured.
- III. The Registered Nurse who administers the youth's medication is responsible for:
  - A. Knowing the anticipated action of the drug, any potential side effects, contraindications, route, usual dosage, and other nursing implications, as appropriate;
  - B. Ensuring that medications are given on time, with special attention to those medications ordered for a specific time;
    1. If a medication is ordered 4 times a day (q.i.d) or 3 times a day (t.i.d), it is to be started at the next regular interval for the medication administration, unless specifically ordered STAT for the first dose; and
  - C. Documenting the dispensing of medication in the Medication Administration Record (MAR) provided by the pharmacy.
    1. Medication refused by youth is also documented in the Medical Administration Record (MAR). In situations where the medication is necessary, the nurse shall consult with the physician.
- IV. When a dose of a controlled drug is administered, the Registered Nurse will record the following on the Certificate of Disposition of Controlled Substances provided by the pharmacy:
  - A. Name of youth;
  - B. Dose;
  - C. Date and hour administered (with written physician's order for youth to self-administer with supervision of staff);

- D. Nurse administering the dose; and
  - E. The balance remaining.
- V. The following are SYSC's protocol for the administration of medication:
- A. Require orderly lines;
  - B. Administer medications in as quiet and traffic-free area as possible, and not permit interruptions from other youth while administering medications;
  - C. Always have a staff member present while administering medications to verify youth identity, help control youth, and ensure that medication has been taken; and
  - D. Observe and confirm the taking of oral medications:
    1. Instruct the youth to place the medication on their tongue and show it to the nurse;
    2. Provide sufficient water and ask the youth to swallow the medication;
    3. After observing the youth swallowing, ask the youth to open their mouth, lift their tongue, and show the space between their teeth and cheeks and lips;
    4. Check the youth's hands (paying close attention to long-sleeve shirts);
    5. Require that youth not walk away from the area until the nurse is confident that they have completely swallowed the medication(s); and
    6. Check water cups for medications before discarding them.
- VI. If multiple medications are necessary, administer one at a time, following the procedure above.
- VII. When administering medications to youth in their rooms at night, turn on the light or have the youth step out of the room. A nurse shall always have a Youth Counselor present when administering medications.
- VIII. When a STAT order for medication is given and stock supply is used, the stock is replaced.

<b>Applicable Forms</b>	
<b>2061</b>	Physician's Order Sheet
<b>2273</b>	Medication Administration Rules

**Glossary and Document Specific Definitions**

A - B    C - D    E - F    G - I    J - L    M - N    O - Q    R - S    T - V    W - Z

<b>Document Change Log</b>			
<b>PD</b>	<b>Modification Made</b>	<b>Approved</b>	<b>Date</b>