



New Hampshire Division for Children, Youth and Families Policy Manual

2273 MEDICATION ADMINISTRATION

Chapter: **Sununu Youth Services Center**

Section: **Healthcare**

Approved:

Joseph E. Ribsam, Jr., DCYF Director

Policy Directive: **20-16**

Effective Date: **May 2020**

References Of Note

Federal Authority:

Statutes: [RSA 621](#) and [RSA 621-A](#)

Administrative Rules: [Ed 1114.18](#)

Case Law:

This policy defines the administration of medication to youth at the SYSC.

Required Practices

Any deviations to the following information must be documented with Supervisory Approval.

- I. SYSC staff shall follow all state and federal regulations relating to the dispensing, distributing, and administering of medications.
- II. All residential staff shall complete the Red Cross First Aid course, which includes training in the use of inhalers and EpiPens.
- III. Upon a youth's admission to SYSC, the nurse shall obtain the youth's medication information.
 - A. The nurse shall verify any medications with the prescribing physician, pharmacy, or last placement.
- IV. Medications that youth bring with them to SYSC may only be used when:
 - A. The medication has been verified as noted above;
 - B. There is a physician's order to administer the medication;
 - C. The label is accurate and the medication is not out of date;
 - D. The medication can be accurately identified as being the medication noted on the label; and
 - E. There is no evidence of tampering with the label or the medication.
- V. All orders shall be written on the Physician's Order Sheet (Form 2261) and filled by the SYSC designated pharmacy.

- VI. Only registered nurses and licensed physicians shall administer medications (both prescribed and over-the-counter) to youth at the SYSC with the following exceptions:
 - A. Inhalers;
 - B. Life-saving Epinephrine (prepackaged EpiPens) administered by trained employees in emergency situations when the nurse or physician is not available; and
 - C. Medications provided by the nurse or physician for the purpose of administration to the youth when the youth is off-grounds.
- VII. SYSC Medication Administration Rules (Form 2273) shall be posted for the youth to review.
- VIII. Consequences for hoarding and sharing medications shall be enforced.
 - A. Consequences shall be discussed upon a youth's admission to the facility so that the youth is clear about expectations of acceptable behavior.
 - B. Non-compliance shall be addressed immediately by medical department staff.
- IX. Residential staff will check with the Medical Department prior to taking youth off-campus to determine the need to carry prescribed medications with them.
- X. The nurse will determine what, if any medications need to travel with the youth and provide the staff member with a limited amount of any medication necessary (only enough for the projected time off grounds), along with instructions as to the administration of said medication.
- XI. Intravenous drug therapies must be ordered by the physician and managed by the Nurse in consultation with the physician.
- XII. All medication distributed shall be documented appropriately by the Nurse who distributed the medication.

Standard Operating Procedures		
SOP	Title	Applicable Disciplines
2273.1	Procedures for Administering Medications	SYSC

Applicable Forms	
Form	Title
2061	Physician's Order Sheet
2273	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

Document Change Log

PD	Modification Made	Approved	Date
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