

**SECTION: CLIENT SERVICES**

**TOPIC: CLIENT MEDICATION, DOCTORS ORDERS AND REVIEW**

**Intent:** To ensure that Employees administer only prescribed medications for which there are current doctors' orders

To ensure that all prescribed medications are regularly reviewed.

The Agency follows best practice in medication administration and have staff follow the 7 rights and 3 checks of safe medication administration. Staff are to compare the 7 rights: right client, right medication, right dose, right schedule, right route, right reason and right documentation against 3 documents: the doctor's orders/signed pharmacy transcript, the pharmacy label on the medication and the individual's medication administration record (MAR sheet) and to repeat these checks three times.

The definition of a doctor's order is a legible prescription or a signed pharmacy transcript. Prescriptions for any medication (prescription and over the counter) must be written on a prescription form and signed by the Physician and approved by the client/legal guardian prior to administration of the medication to a client. Copies of these Doctors' Orders (prescriptions) must be given to all involved service areas, including Support Approach Team and originals filed in office files.

Regular medication reviews occur to meet clients' evolving medical needs and to ensure currency and validity of the written doctors' order(s). The Agency requires the following:

1. Signed Doctors' Orders or signed Pharmacy Transcripts for medications prescribed for medical conditions and for Standing Order Medication (i.e., medications for headaches, colds) must be reviewed annually or more frequently as required and new signed Doctors' Orders must be written.
2. New signed Doctors' Orders or signed Pharmacy Transcripts must be written for all medication changes. The client/legal guardian prior to administering will approve all changes.

Note: It is not sufficient to have solely guardian approval to give medication. Doctors' orders must be on file and be current.

Clients will be encouraged to carry an emergency medical card, which will include their pertinent health care information.

**Reference**

Guidelines for the Development of Policies and Procedures Directing the Administration of Medication, Alberta Professions and Occupations Bureau  
Agency Medical Process and Medication Administration Procedure