



Leave of Absence Medications Policy

I. POLICY

Safe and accurate medication administration is important to the health and safety of each person served. Due to the nature of community life, there will be occasions that a person served does not plan to be at the Residential Support Services home when they are scheduled to receive a medication. Employees are responsible for the pre-packaging medications for short term instances.

II. PROCEDURE

A. Leave of absence medications

1. Medications or treatments that will be administered while the person served is away from the residence and packaged in a sealed container with the following information:
 - a. Person's name
 - b. Name and dosage of medication
 - c. Description of the medication
 - d. Dates and times to be administered
 - e. The address and phone number of the residence
 2. Liquid medications and topical medications will be sent in their original pharmacy labeled containers.
 3. All medications given for a leave of absence will be documented in black ink on the *Medication Administration Record* by outlining in a block the applicable dates and writing an "L" for "Leave" in the correct boxes. At the bottom of the *Medication Administration Record*, the employee will explain the reason for the blocked out dates.
 4. Any medications for additional dates that were not administered will be returned to the residence and will be examined by staff to verify correct medication and be placed back in their original pharmacy labeled container.
- B. If there is not an adequate amount of medication for the leave of absence, the Program Coordinator or Designated Manager will ensure the pharmacy has been contacted to request additional medication and treatments to correspond with dates of leave.
- C. Medications and treatments will be given directly to the person responsible for picking up the person served. Additional information regarding safe administration of medication will be provided to the person as needed.