2.2.11 Medication Storage & Administration

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| Manual: BV Operational Policies | Section: Programs |
| Approver: Arthur Mathews | Original Date: November 1, 2001 |
| Date Last Approved: January 3, 2018 | Next Review Date: January 3, 2019 |

# POLICY STATEMENT

Broadview Village is committed to providing and maintaining a medication administration policy (Medication Policies) that clearly outlines procedures, responsibilities and expectations of both staff and residents.

# PROCEDURE

1. Managers are to ensure that any new staff is directed to read the medication policies regarding medication administration and is trained to administer medication following the procedures herein. In the day program, only full time instructors dispense medication.
2. Managers are to ensure compliance with medications policies and procedures at each site regarding aspects of medication storage, ordering, packaging, administration, documentation and reporting of errors.
3. Should there be a need to review the medication policies and procedures, a review committee with membership of staff from various sites can be formed, chaired by a Program Director or designate.
4. The medication administration policies and procedures will be reviewed annually by staff, with recommendations for changes being forwarded to the Executive Director or designate.
5. Necessary changes/updates are then made and copies are forwarded to each site.