



# COUNTY OF YOLO

## HEALTH AND HUMAN SERVICES AGENCY

### POLICIES AND PROCEDURES

#### SECTION 5, CHAPTER 11, POLICY 011

#### ADMINISTERING MEDICATIONS

- A. PURPOSE:** To establish a uniform standard for administering medications; and to provide guidelines for ensuring compliance with federal and state laws for safely administering medications.
- B. FORMS REQUIRED/ATTACHMENTS:** N/A
- C. DEFINITIONS:**
- 1. Administering:** the direct application of a substance, whether by injection, ingestion, inhalation, or by any other means, to the body of an individual for his/her immediate or ongoing needs.
  - 2. Prescribing provider:** A physician, physician assistant (PA), or nurse practitioner (NP) licensed to prescribe medications in California.
- D. POLICY:** Yolo County Health and Human Services Agency (HHSA) shall administer prescription medications to clients receiving medication support services at HHSA, when indicated by a prescriber order. Medication will only be administered by a person lawfully authorized to do so. HHSA recognizes physicians (MD/DO), nurse practitioners (NP), registered nurses (RN), licensed vocational nurses (LVN), and licensed psychiatric technicians (LPT) as authorized to administer medications in the outpatient clinic setting. HHSA will provide for safe, effective distribution, control, storage, use, and disposition of drugs according to the requirements of federal and state law.
- E. PROCEDURE**
- 1.** All drug orders shall be either written or electronically entered by prescriber, or as a verbal order entered by authorized staff from prescriber. The name, quantity or duration of therapy, dosage, and frequency of administration of the drug, route of administration, and the site of injection when indicated shall be specified. Staff authorized to enter prescriptions as a verbal order on behalf of a prescriber include RNs, LVNs, and LPTs.
  - 2.** Medications shall be administered as prescribed by the physician or prescribing provider. Each dose shall be recorded in the client's medical record.
  - 3.** Medications will be administered only by individuals lawfully authorized to do so, as described above.
  - 4.** All drug orders will be verified against physician's/prescribing provider's order prior to administering to a client.

5. Prior to administering any drug, the client shall be assessed for the following:
  - a. Current mental health status, signs, and/or symptoms
  - b. Vital signs
  - c. Medication side effects
  - d. Substance use, if any
6. For each medication administered at the clinic, the following information shall be recorded in the client's medical record in a medication support progress note:
  - a. Date
  - b. Assessment information from #5 above
  - c. Medication
  - d. Amount administered
  - e. Administration Site
  - f. Name of Staff administering medication, as captured in electronic health record.
7. If a client presents with any abnormal vital signs, adverse conditions, altered mental status, or other significant findings during the assessment, the prescribing provider or on-call prescriber shall first be consulted before administering medication.

**F. REFERENCES:**

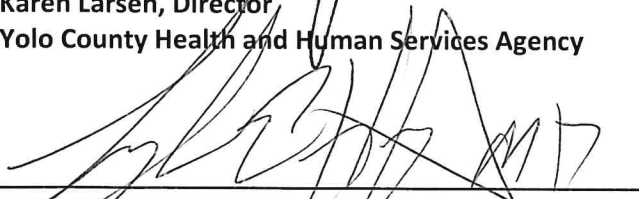
CCR, Title 9, § 1810.435 (b) (3)

MHP Contract, Exhibit A, Attachment 1, Appendix D, § A, Items 10a-10d

**Approved by:**

  
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 Karen Larsen, Director  
 Yolo County Health and Human Services Agency

  
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 Date

  
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 Leigh Harrington, Medical Director  
 Yolo County Health and Human Services Agency

  
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 Date