

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Medications

Chapter:
Medication log

Effective Date:
10/25/1999

Revision Date:

Policy Number:
0-1-8

Robert Fleese, President - CEO

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. A medication log shall be kept to include the following for each child:
 - A list of prescription medications.
 - The prescription dosage.
 - Possible side effects.
 - Contraindicated medications.
 - Specific administration instructions, if applicable.
 - The name of the prescribing physician.
2. For each prescription and over-the-counter medication including insulin administered or self-administered, documentation in the log shall include the medication that was administered, dosage, date, time and the name of the person who administered or self-administered.
3. The information shall be logged at the same time each dosage of medication is administered or self-administered.

DISCUSSION: