

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Personal Care Manual – Medical Information

Chapter:

Chapter 7- Health Services

Effective Date:

8/24/2006

Revision Date:**Policy Number:**

07-500-002

Robert Fleese, President - CEO

SCOPE:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Nursing Department

INTRODUCTION:

1. The Personal Care Manual will be separated into two sections, one for Medication Side Effect summaries, and the second for Personal Care Sheets. The two sections will be subdivided by resident, and documents will be filed chronologically, with the most current entry on top.
2. The Personal Care Manual will be accessible to all staff working in the home.
3. All documents will be signed by staff working in the home to indicate that they have reviewed the contents.
4. The pharmacy will generate medication side effects summaries for each resident each time a medication is added.
5. Personal Care Manuals will be audited, and discontinued information purged at least annually by the assigned area nurse or designated Direct Service Coordinator.

DISCUSSION: