



## Medication Policy

**STEP Associates** policy prohibits staff from administering medication. However, staff are able to hand participants medications that have been pre-dispensed according to the guidelines of the Connecticut Department of Developmental Services by their staff, guardian, family or pharmacist.

Medication Packaging Guidelines

A. All medication must be checked in and reviewed at departure time along with a schedule consisting of participant's name, date, medication(s), dose, time to be given and reason prescribed, even for participant's self-administering. Please send one extra day's worth of medication for unexpected emergencies.

B. Medication requiring one dose during a trip or activity may be pre-packaged by the guardian or responsible party of the participant. Medication must be placed in an envelope that clearly display the participant's name, date, medication, dose, and time to be given and each individual medication must be packaged in it's own separate envelope. Participant's requiring medication of more than one dose should provide a pre-dispensed LOA (Leave of Absence) blister pack for each medication provided by the administering pharmacy.

C. Any medication not in pill form should be accompanied by an index card with participant's name, date, medication(s), dose, time to be given and reason prescribed. For liquids, cremes, and powders please be sure they are sealed and wrapped in individual plastic bags.

D. Medication is not to be placed in participant's luggage or bags.

E. STEP Associates is not allowed to sign medication administration records of participants from their homes, group homes or healthcare facility. However, we do keep our own records to verify date and time that medications were taken.

### Sample Envelope

John Doe

1/1/15

7am

Synthroid- (2) 50 mg tabs (hypothyroidism)

Participants capable of handling their own medication may have their prescriptions packaged in a system they are familiar with. However, the medication must be checked in with STEP Associates at the beginning of the trip in a locked container along with an extra key for staff. Containers must remain locked when not in use. In addition, a waiver must be signed by a guardian or the participant (if applicable) stating that said traveler is capable of administering their own medication, are able to keep those medications safely stored to prevent access by another participant and accepts full liability and responsibility without assistance or supervision.