



**FLORIDA DEPARTMENT OF JUVENILE JUSTICE  
DETENTION SERVICES  
FACILITY MEDICAL POLICIES**

<b>Superintendent</b> <hr/> Signature <b>Designated Health Authority</b> <hr/> Signature	<b>Effective Date:</b> November 1, 2016	<b>Revised Date:</b> July 5, 2018	<b>Procedure Number:</b> <b>8026</b> <b>Medical Services</b>
<b>Subject:</b> THE MEDICATION ADMINISTRATION RECORD BY LICENSED AND NON-LICENSED STAFF		<b>Reference:</b> 63M-2.030 through 63M-2.037 F.A.C. Quality Improvement Standard 4.32; 4-33; 4-34	
<b>Purpose:</b>	The purpose of this policy is to outline the procedures for the usage of the Medication Administration Record (MAR) by licensed and non-licensed staff.		

**PROCEDURE:**

- A. The standard Department Medication Administration Record (MAR), also known as the Medication and Treatment Record, for each youth receiving either prescription medications on a routine basis or over the counter medication will be maintained at every facility. The same form will be used for all medications. Treatment (i.e. dressing changes) that has been ordered, vital signs, (temperature, respiratory rate, heart rate and blood pressure), glucose finger sticks, etc., will also be listed on this form.  
*Note: The Department’s standard MAR, which contains all required elements, will be used and may only be substituted by the pharmacy vendor’s pre-printed MAR, which also must include all required information as the Department MAR.*
- B. For youth taking medication at admission, the initial MAR will match the verified medication list.
- C. A new form must be initiated for each month. The current month’s MAR may be kept in the area where medications are stored and administered. The previous month’s MARs are filed in the youth’s Individual Health Care Record and should also be uploaded into the EMR.
- D. All Medication Administration Records will include notation of the facility, the youth’s name, date of birth, allergies, medical grade, medical alerts, side effects or precautions and DJJID number. This information will be added to any pre-printed form that is used which does not contain this basic information.
- E. The youth’s photograph must be attached or adjacent to the current MAR. The attachment can be either on the MAR or along side the MAR as long as it is clearly visible at the time of medication administration/distribution.
- F. Each medication will be listed once. The MAR should list as many of the prescribed medications as possible. If more than one MAR is needed, the total number of pages should be written on the bottom of each page (for example “page 1 of 3”).

- G. Prescription medications and directions for use are entered as on the prescription container. Both the youth and the staff member, (as applicable) will initial each dosage under the appropriate date. **If licensed nurses are administering the medication, the youth will still be required to initial.**
- H. The back page of the MAR will be used for PRN medications one-time administration and for documentation of the exact time the as-needed medication is provided.
- I. Specific side effects, precautions or drug interactions shall be placed on the front and the pharmacy generated list of side effects should be attached to the form for reference purposes. Side effects will be monitored weekly at a minimum and documented in the appropriate area of the MAR.
- J. The full printed name, signature and title of each staff member who initials a dosage and the initials and signature of the youth will be included at the bottom of the form.
- K. The licensed health care professional will be responsible for the accurate transcription of Physician's orders on the Medication Administration Record(MAR).
- L. Documentation on the MAR is required for any on-site administration of medications or pharmaceuticals which may occur under the following circumstances:
- a. Routine administration of a youth's prescribed medication
  - b. Administration of any medication (Prescribed or over-the-counter) during a sick call encounter
  - c. Administration of over-the-counter medications independent of a formal sick call encounter (by health care and non-health care staff)
  - d. One time dosages of prescription medications administered by a physician or nurse
  - e. On-Site administration of immunizations
  - f. Placement of and interpretation of a Tuberculin Skin Test (TST).
  - g. Medication times shall be scheduled as follows unless otherwise specified by the prescribing practitioner to ensure medical staff are the primary distributor and can be given within one hour before or one hour after the scheduled medication times.
    - Daily (QD): 8:00am
    - Twice Daily (BID): 8:00am and 5:00pm
    - Three times Daily (TID): 8:00am, noon and 5:00pm
    - Four Times Daily (QID): 8:00am, Noon, 5:00pm and 8:00pm
    - Bedtime Medications should be scheduled at 8:00pm

*Note: With the exception of the routine administration of on-going prescription medications, immunizations and the placement of the TST, the other circumstances require a notation in the chronological Progress Note to document the nature of the complaint, findings and reason for the medications.*

- M. Medication Administration by Licensed Staff
- a. Medication Administration will occur as scheduled in a comprehensive, accurate and organized manner at the facility.
  - b. The Five Rights of Medication Administration will be verified for every individual youth.

- i. Right Youth: Verify youth with picture on MAR
  - ii. Right Medication: Verify Physician's order on MAR with prescription label on medication bottle. They must match exactly.
  - iii. Right Route: Verify that the route on the prescription bottle corresponds to the route identified on the MAR (by mouth, topically, etc.)
  - iv. Right Dosage: Compare dosage on MAR with prescription label on the medication. They must match exactly.
  - v. Right Time: Check time that medication is to be delivered on the MAR. Medication must be delivered within one hour of scheduled delivery time.
- c. The administration of medication will include at a minimum:
- i. Medication delivery and supervision will be the sole responsibility during the time of administration.
  - ii. The clinic will be clean and organized
  - iii. The medications will be locked and only removed from the cabinet when in use.
  - iv. Youth will be brought individually into the clinic by the assigned officer. There will never be more than one youth in the clinic at one time. The officer will never be separated from the youth by a closed door while in the clinic.
  - v. The nurse will verify the Five Rights and correct MAR during each administration.
  - vi. The nurse will verify the allergy and medical alert status during each administration.
  - vii. The nurse will inquire as to side effects of the medication.
  - viii. The nurse will document all administration properly on the MAR.
  - ix. Parenteral medication will only be administered by licensed healthcare staff.

N. Medication Administration by Non-Licensed Staff

- a. Trained, non-healthcare staff may assist youth with self-administration of oral prescription medications or OTC medications, only when licensed nurses are not available on site. The nurse will delegate the delivery, supervision, and oversight of youth during self-administration of medications.
- b. Trained non-healthcare staff will only assist youth with the self-administration of oral prescribed medication(s).
- c. The nurse will delegate this responsibility only to non-healthcare staff that have completed the facility's training curriculum for Assisting with Youth Self-Administration of Medications, and verified as competent by the nurse.
- d. The Five Rights of Medication Administration will be maintained.
  - vi. Right Youth: Verify youth with picture on MAR
  - vii. Right Medication: Verify Physician's order on MAR with prescription label on medication bottle. They must match exactly.
  - viii. Right Route: Verify that the route on the prescription bottle corresponds to the route identified on the MAR (by mouth, topically, etc.)
  - ix. Right Dosage: Compare dosage on MAR with prescription label on the medication. They must match exactly.
  - x. Right Time: Check time that medication is to be delivered on the MAR. Medication must be delivered within one hour of scheduled delivery time.

- e. The designated staff member assisting youth with medication delivery will not be required to conduct or supervise any facility activities during this time.
- f. There will be a structured process for youth to approach the non-healthcare staff person individually.
- g. The non-healthcare staff will confirm the allergy status of the youth, any current perceived side effects, or adverse reactions to the medication.
- h. Both the youth and the staff member will initial that the dosage was given.