

POLICY:

With ISP Team concurrence individuals will be assisted to increase their independence through the initiation of a self-administration of medication program.

PROCEDURE:

1. Obtain ISP Team concurrence to add as a training objective a self-administration program.
2. Show a sample of a task analyzed self-administration program (see sample attached).
3. Initiate the individualized self-administration program maintaining data. A individual may not meet all the criteria for complete independence, but successful completion of any steps will have increased the degree of independence of the individual. Documentation that must be maintained in the medical notebook include:
 - The individualized training program and the results of that training.
 - The individuals record of self-administration of medications. (This may be the standard Medication Administration Record or another type of record developed while planning the individualized program.)
 - Staff's record of monitoring the individual's abilities. When a individual has demonstrated an ability to self-administer medications, without an error, for one month, staff supervision may be decreased from monitoring each dose to monitoring once a day, then monitoring once a week.

4. If an individual successfully completes the program retraining must occur whenever:
 - A new medication is added;
 - A medication is deleted;
 - The dosage is changed; or
 - The time of delivery is changed.

5. If an individual has successfully completed the program, his/her medications may be kept in a locked place unavailable to other individuals and stored as prescribed.

Approved by: _____ Date: _____
Jon Cooper, Director