

Checklist: Medication Administration

Please review the questions below. “Yes” answers indicate good practices for administering medications in an individual’s home with Supported Living Services.

Date of Assessment: _____ Address of Assessed Location: _____

Individuals (Staff, residents, etc.) involved in Assessment:



Is the medication log color coded to designate when medications should be taken (e.g. different colors for AM and PM)?

Yes No

Does the medication log include information such as name of the medication, dose, time, and reason for the prescription?

Yes No

Comments:



Does this individual receive all medications (when available) in bubble packs?

Yes No

Comments:



Is one person designated to order and re-order medications from the pharmacy?

Yes No

Does this person have a set date each month when medications need to be ordered (for routine medications)?

Yes No

Is there a reminder in place to let this person know when to order medications (e.g. a calendar reminder on the 15th of each month)?

Yes No

Is there a trained, designated person who assumes this responsibility for ordering medications when the primary person is not available?

Yes No

Comments:



Are all medications stored in a designated, specific location in the home?

Yes No

Comments:



Are there reminders for staff regarding when to give medications (e.g. alarms or phone reminders)?

Yes No

When staff administer a medication, do they check the medication against a medication log?

Yes No

Do staff have a system for marking immediately after dispensing a medication? (Ideally, this system should use two indicators when charting. For example, staff might record a dot when a medication is poured into a cup and the initials of the person administering the medication when the medication has been taken.)

Yes No

Comments:



Do staff double check after administering medication (e.g. by double checking bubble packs against the medication log)?

Yes No

Is there another staff person who checks medications?

Yes No

Comments:



Do staff have a system for getting information from a doctor's visit (like a doctor form)?

Yes No

Is there a set procedure for giving this form to a designated staff person for any new ordering of medications?

Yes No

Comments:

Based on this assessment, what changes do you plan to make to the medication administration process in this home?

When do you think you could make these changes?

Do you want more information about medication administration?

Please consult with your regional center staff. You can also find additional resources through the Direct Support Professional Training materials available through the Department of Developmental Services available here: http://www.dds.ca.gov/DSPT/Student/StudentYear1_4.pdf