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

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Page 2 of 2