

Assistance with Activity of Daily Living related to Self-Administered Medication and Prescription Applications

Assistance with Activity of Daily Living related to Self-Administered Medication and Prescription Applications an In-Service

European Service at Home is a licensed and accredited Home Services Agencies under the Illinois Department of Public Health under HEALTH FACILITIES AND REGULATION (210 ILCS 55/) Home Health, Home Services, and Home Nursing Agency Licensing Act. As such, Home Care Aides (HCA's) serving clients under our license and per company policy are **NOT** permitted to provide "medical services," or "skilled service care" which includes strict limitations on how client's medications are administered. The HCA's can assist clients with "self-administered" medications by reminders, which will be discussed further in this In-Service. The HCA's are **NOT** permitted to administer any medications that require oversight by a licensed medical professional or a physician prescription order, and some examples will be discussed in this In-Service. These limitations apply to all prescription and all over-the-counter medications.



Remember, if during care of the client, the HCA is unsure if any activity can be performed or not, contact the Supervisor to discuss further.

*Per European Service at Home policy, any medical or skilled activity **CANNOT** be performed by the HCA.*



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Assistance with Self-Administered Medications

As Home Care Aid's (HCA's), you may assist the client in reminding them to take their medication *only*, ***NOT*** administering the medication yourself. HCA's may assist a client with medication reminding only when medications have been pre-selected by the client, a family member, a nurse, or a pharmacist and are stored in clearly labeled containers medication dispenser container. Medication dispenser containers shall be clearly marked as to day and time of dosage, or when a specific medication is to be taken.

Medication reminding includes:

- Inquiries as to whether medications were taken;
- Verbal prompting to take medications;
- Handing the appropriately marked medication dispenser container to the client;
- Opening the appropriately marked medication dispenser container for the client if the client is physically unable to open the container;
- Ensure the medication is not expired and clearly labeled;
- If directions instruct medication to be taken with a glass of water or food, HCA's may provide a glass of water and/or a meal with the medication;
- If client refuses to take their medication, do not force them. Contact your supervisor to inform them. Supervisor will contact client's representative to inform of the situation and may advise HCA on how to proceed.

The HCA shall **immediately** report to the supervisor, the client or the client's advocate or representative, any irregularities noted in the pre-selected medications, such as medications taken too often or not often enough, or not at the correct time as identified in the written instructions.

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Activities of Daily Living and Prescription Application

Simple Bandages

The HCA may perform general skin care assistance. Skin care may be performed by the HCA only when skin is unbroken, and when any chronic skin problems are not active. The skin care provided by the HCA must be preventative rather than therapeutic in nature, and may include the application of non-medicated lotions and solutions, or of lotions and solutions not requiring a physician's prescription. Good skin care helps prevent pressures sores and other skin infections from occurring.

HCA may practice preventative skin care and assist client to perform some of the following:

- Encourage good hand hygiene;
- Ensure skin is dry and clean;
- Use moisturizing creams and lotions, such as non-prescription ointments or lotions;
- Encourage mobility;
- Encourage good nutrition;
- Change position/reposition frequently, at least every 2 hours for clients that are confined in bed. A person confined to a chair or wheelchair should shift their weight every 15 minutes;
- Prevent friction to the skin;
- Encourage or assist with exercise.

Skilled skin care includes wound care, dressing changes, application of prescription medications, skilled observation and reporting. At European Service at Home the Home Care Services (HCA's) are **NOT** to perform skilled skin care.

Ambulation

The HCA may assist clients with ambulation. Client utilizing a walker or a cane due to unsteady balance may be assisted to ambulate by the HCA using a gait belt to ensure safety and security. HCA is trained and able to demonstrate proper use of gait belt to ensure safety of the client while ambulating. Mobility encourages good blood circulation which also promotes better health outcomes for the client.

Bathing

The HCA may assist clients with bathing. Assistance may be through supervision to ensure safety, guidance in which order to use various items (lather with soap, rinse, etc.), safely transferring in and out of the shower or bath tub, or assisting in bathing if client unable to do so themselves due to physical limitations.

If a client has skilled skin care needs or skilled dressings that will need attention before, during, or after bathing, it is considered a skilled skin. Per European Services at Home policy, HCA's do **NOT** perform skilled skin care.

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Application of Compression Stockings

The HCA may assist a client with dressing. This may include assistance with ordinary clothing and application of support stockings of the type that can be purchased without a physician's prescription. Also, may include buttons, zippers, clips, changing clothing, arranging clothing in the order it needs to be worn, supervising or providing cues, or other similar assistance with dressing that client may need assistance with due to physical limitations.

The HCA may ***NOT*** assist with application of an Ace bandage that can be purchased only with a physician's prescription (the application of which involves wrapping a part of the client's body) or with application of a sequential compression device that can be purchased only with a physician's prescription.

Feeding

The HCA may provide assistance with feeding and meal preparation. The HCA can assist clients with feeding when the client can independently swallow and must be positioned upright to prevent choking.

HCA may assist by doing some of following:

- Position client upright
- Cut up the food
- Prepare easy to chew food
- Assist with feeding
- Put food on the spoon/fork
- Assist with utilization of adaptive equipment during feeding
- Assist in meal preparation
- Follow a diet unique to client, if needed and defined in Service Plan

Per European Service at Home policy, HCA's do **not** perform skilled feeding tasks which include feeding through a syringe, tube feedings, and intravenous nutrition. Whenever there is a high risk that the client may choke as a result of the feeding, immediately notify the Supervisor and client representative as higher skilled nursing may be necessary for the client.

Application of Prescription Shampoo

As discussed previously, any prescription medication the HCA may assist with reminder or opening the containers, but ***NOT*** directly administering the treatment or medication themselves per European Service at Home policy.

Nail Care

The HCA may assist with nail care. This assistance may include soaking of nails, pushing back cuticles without utensils, and filing of nails. Assistance by the HCA does ***NOT*** include nail trimming.

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Clients with a medical condition that might involve peripheral circulatory problems or loss of sensation shall have a licensed specialty professional care perform nail care – **NOT** HCA's.

Client Positioning

The HCA may assist a client with positioning and repositioning when the client is able to identify to the personal care staff, either verbally, non-verbally or through others, when the position needs to be changed, only when skilled skin care, as previously described, is **not** required in conjunction with the positioning. Positioning may include simple alignment in a bed, wheelchair, or other furniture. Positioning and repositioning are vital to prevent pressure sores, skin breakdown or infections, and promote good blood circulation. Repositioning also includes for HCA to remind the client or assist in repositioning during the following circumstances:

- Wheelchair/chair bound clients need to shift their weight every 15 minutes;
- Bed ridden clients must be repositioned AT LEAST every 2 hours.

Transfer of Clients

The HCA may assist with transfers only when the client has sufficient balance and strength to reliably stand and pivot and assist with the transfer to some extent. Adaptive and safety equipment may be used in transfers, once proper training for client and HCA was provided. Adaptive equipment may include, but is not limited to, wheelchairs, tub seats, and grab bars. Gait belts may be used as a safety device by the HCA's as long as the worker has been properly trained in their use.

In general, the HCA may **NOT** assist with transfers when the client is unable to assist with the transfer. The HCA also do **NOT** operate mechanical or electrical transfer devices. However, the HCA may assist the family member or client representative during transfer if the client representative is present and must be able to direct the transfer step by step **AND** the agency must have conducted a competency evaluation of the worker using the type of device that is available in the home. The HCA also must have proper training in the use of a mechanical or electrical transfer device by licensed agency. Also, to note, the HCA **CANNOT** operate a Hoyer Lift, as it is a requirement to have 2 trained individuals at all times to operate it. Due to European Services at Home not providing such training, the HCA **CANNOT** operate them or assist with their use in any way.

Respiratory Care

Per European Service at Home policy, The HCA do **NOT** provide respiratory care. Respiratory care is skilled and includes postural drainage; cupping; adjusting oxygen flow within established parameters; nasal, endotracheal, and tracheal suctioning; and turning off or changing oxygen tanks. However, the HCA may temporarily remove and replace a cannula or mask from the client's face for the purposes of shaving or washing a client's face and may assist with mouth care, if necessary.