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Review Responsibility: Board and Administrative Policies Committee

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FCCS PROCEDURE

NO.: 3K

SUBJECT: Children's Medication – Storage and Transport

Approved by: Executive Council

Effective Date: 8/31/06

Date(s) of Revision: 10/20/08; May 2, 2017; Oct. 1, 2019;

Responsible for Implementation: Staff members responsible for the identification or transporting of children's medications

Policy: FCCS will ensure that medication(s) prescribed for children in agency custody are transported responsibly, and that proper documentation is presented both to the transporting staff person, and the receiving placement staff.

Transporting and Transferring Medications

When staff transports medication(s) and children in the same vehicle, the medication(s) must be kept in a secured location, (i.e., trunk or locked glove box) where the child cannot access the medication(s).

When agency personnel transfer medication(s) between caregivers, the medication(s), medication(s) log and instructions for completing the log must be given directly to the adult responsible for administering the medication(s).

If medication(s) are to be stored in an FCCS office setting for a period of time, caseworker is responsible for securing the medication(s) in a locked FCCS storage area.

Assigned caseworker/supervisor, Associate Director, Regional Director or assisting support staff or placement provider will inventory the unused medication(s) by:

- 1) Counting the number of pills and refills remaining for each medication(s);
- 2) Documenting this information on the medication log;
- 3) Ensuring log is updated with the last dosage information;
- 4) Noting any allergies or side effects the child experiences for each medication.

When a planned move is to occur, the assigned caseworker and or supervisor for the youth should notify the placement provider of the need to review and have a copy of the updated medication log at the time of removal. If medication logs are not readily available upon removal (i.e. crisis) and or placement of a child, the provider who holds the most recent medication logs will submit that information to the assigned caseworker within 3 business days. If discrepancies or concerns arise concerning the medication or log, the worker is to report these issues to their direct chain of command for further review and possible documentation of any missing items via an incident report. Further discussion on any provider mishandling of medication shall also be shared with provider management.

Copies of medication logs should also be scanned in and maintained in the medical section of the electronic case record.

Storage of Medication

When it is necessary for medications to remain at FCCS, the caseworker will coordinate with the nurse to ensure proper locked storage. Medication(s) will be placed in a bag and labeled with the caseworker's name, youth's name, CID and date while in storage. Transfer of medication from staff member to nurse will be documented on the Medication Chain of Custody Form and witnessed by both parties.

After business hours, medication(s) should be locked in a caseworker's overhead storage or the supervisor's office until the following business day.

In the event the assigned caseworker and/or supervisor are not available, the employee completing the placement or transportation shall follow the medication policy and procedure and consult with the cover supervisor, associate director or region director when necessary for assistance/guidance.

Disposal of Medication

No later than the 10th day of a prescription(s) remaining in locked storage, the receiving nurse will be responsible for disposing of the medication. Medication disposal will be witnessed by two staff members on the Medication Chain of Custody Form, which will be forwarded to the Nurse Supervisor for recordkeeping.

Medication that is Not Labeled Appropriately

When children are moved from placement to placement, between respite foster homes, or from placement to home for visitation purposes, medication(s) should be maintained and transported in the container in which it was dispensed by the prescribing physician or licensed pharmacist. If medication(s) are not in appropriate containers or incorrectly labeled, the caseworker and/or transporter should immediately:

- 1) Clarify with caregiver the prescriber and pharmacy contact information.
- 2) Contact the pharmacy and request a new bottle for the medication.
- 3) Upon pickup, have the pharmacist visually verify that the medication in caseworker/transporter possession matches the medication on the label.
- 4) If having trouble getting in contact with the pharmacy, the physician who prescribed the medication, or any other needed medical information, please consult with the FCCS Nurse Supervisor.

These steps should be taken as soon as possible to ensure a child medical needs are being met while in the custody of the agency.