



Office of Health Services

Medication Administration Training for Medical Staff

Overall objective:

To increase the medical staff knowledge and awareness on the DJJ medication administration documentation process, types of medications, potential for side effects, routes of administration, use of the DJJ Medication Administration Record (MAR), potentials for medication errors, importance of secure storage and inventory of controlled medications, and communication procedures with the prescribing medical provider, youth and parents.

Course Objectives:

1. Understand and learn how to administer and properly document all prescribed medications according to the medical provider orders following DJJ policies and procedures.
2. Verbalize his/her responsibility in the administration of medications as well as the reporting of pertinent information.
3. Verbalize the "5 Rights" of medication administration.
4. Know the common routes of medication administration.
5. Identify basic medication abbreviations and symbols.
6. Know when to hold the administration of a medication and contact the prescribing medical provider.
7. Understand how to safely administer and document all prescribed medications.
8. Demonstrate the procedure to follow when a medication error occurs.
9. Demonstrate the procedures for safe storage and handling of medications.
10. Demonstrate the procedure to follow for the secure storage, handling and discarding controlled medications.
11. Know the labeling requirements for all medications administered by the medical staff.
12. Know how to identify and document the most common side effects of psychotropic medications and/or other medications in the Medication Administration Record (MAR) according to DJJ policies and procedures.
13. Pass a written test with 80% or higher.

Course Instructor: Central Office staff designated by the Office of Health Services

CURRICULUM OUTLINE:

- I. Documenting Prescription Medications
 - A. The 5 Rights
 - B. Checking and documenting allergies in the MAR
 - C. Checking and documenting side effects in the MAR
- II. Documenting PRN medications
 - A. MAR documentation of PRN medications
 - B. Documenting time and frequency of PRN medications
- III. Documentation and Inventory of Controlled Medications
 - A. MAR Documentation of controlled Medications
 - B. Importance of documenting and counting controlled medications
 - C. Documenting discarded controlled medications
 - D. Medical staff Accountability
- IV. Documentation of OTC Medications
 - A. MAR Documentation process of OTC medications
- V. Medical staff Medication Administration Legal Issues
- VI. MAR Documentation Procedures
 - A. Medication Not documented in the MAR (equals as) Medication not given
 - B. Documentation of the Medication Administration Record (MAR)
 - C. Documentation Refusals and steps to follow
- VII. Receiving and Documenting Medications and/or Orders for Medications
 - A. Documentation of received medication and/or a medical provider's order.
 - B. How to document the prescribed medication in the MAR.
 - C. Identifying, counting and documenting the medication received and/or ordered.
 - D. Proper storage and handling of all medications
 - E. Procedures for medication refills/reorders, and D/C's
- VIII. Behavioral (Psychotropic) Medications
 - A. Antidepressants (mechanism of action, potential side effects)
 - B. Medications used for Obsessive-Compulsive Disorders, Panic Disorders (mechanism of action, potential side effects)
 - C. Antipsychotic (mechanism of action, potential side effects)
 - D. Potential for sunlight and heat sensitivity
 - E. Communicating with prescribing medical provider, mental health staff, and parents.
- IX. Questions and Answers
- X. Post Test (80% passing score)