



ADMINISTRATIVE RULES OF MONTANA

37.106.1457 MEDICATION STORAGE AND ADMINISTRATION

- (1) A substance use disorder facility (SUDF) must have a written policy addressing requirements for the storage, administration, and disposal of prescription, nonprescription, and over-the-counter medication.
 - (a) Policies must include protocols for daily monitoring, counting of stored narcotics and other medication that has the potential for abuse.
- (2) All medication must be:
 - (a) kept in a locked non-portable container or in a locked medical room; and
 - (b) stored in its original container with the original prescription label.
- (3) For assistance with self-administration of medications outside of the facility, all medications must be in the possession of a staff member trained to assist with the self-administration of medications.
- (4) Staff members assisting with medication self-administration must be trained to assist in proper medication procedures.
 - (a) Upon completion of the training, the SUDF must test each staff member's knowledge and observe staff demonstrating the skills of such materials. Test results must be documented in each staff member's personnel file.
- (5) All medications must be ordered by a licensed health care professional working within the scope of his/her practice. All prescription orders must contain the dosage to be given.
- (6) A written record of all medications self-administered by a client must be maintained. The record must include:
 - (a) client's name;
 - (b) name and dosage of medication;
 - (c) date and time the medication was taken or was refused by the client;
 - (d) name of the staff member who assisted in the self-administration of the medication; and
 - (e) documentation of any medication error, the results of such error, any effects observed, and any action taken to address such error.
- (7) A written record of all medications administered by a licensed health care professional must be maintained and meet documentation requirements for medication administration under the professional's individual license.

- (8) Prescribed medication must not be stopped or changed in dosage or administration without first consulting a licensed health care professional, as defined in ARM 37.106.2805. Consultation results must be recorded in the client's record. The licensed health care professional must document, in writing, any changes to medication. This documentation must be kept as part of the client's record.
- (9) Placing case workers, parents, or custodial guardians must be notified of all medications prescribed to adolescents, including medication changes.
- (10) All unused and expired medication must be properly disposed of and documented in the client's record.
- (11) A SUDF cannot require clients to discontinue the use of any medication prescribed by a licensed health care professional for admission.

Authorizing statute(s): 50-5-103, MCA

Implementing statute(s): 50-5-103, MCA

History: NEW, 2022 MAR p. 1889, Eff. 9/24/22.