



ADMINISTRATIVE RULES OF MONTANA

37.98.1005 MEDICATION STORAGE AND ADMINISTRATION

- (1) A program shall have and follow policies and procedures regarding the storage, administration and disposal of prescription and nonprescription medication.
- (2) Prescription and nonprescription medication must be stored under lock and key and safeguarded from youth in their original containers, labeled with the original prescription label. For medications taken on field outings, all medication must be in the possession of a staff member qualified to assist with the self administration of medications.
- (3) Staff who assist with self administration must be trained in proper medication procedures. Training must be documented in each staff member's personnel file.
- (4) All prescription medications must be ordered by licensed health care professionals working within the scope of their practice. All prescription orders must contain the dosage to be given.
- (5) Psychotropic medication is prohibited unless a licensed health care professional working within the scope of his or her practice determines that the medications are clinically indicated. Under no circumstances may psychotropic medication be given for disciplinary purposes, for the convenience of the staff, or as a substitute for appropriate treatment services.
- (6) There must be a written record of all medications self administered by a youth. The record must include:
 - (a) youth's name;
 - (b) name and dosage of the medication;
 - (c) the date and time the medication was taken or was refused by youth;
 - (d) name of the staff member who assisted in self administration of the medication; and
 - (e) documentation of any medication errors, results of errors and any effects observed.
- (7) Prescribed medication may not be stopped or changed in dosage or administration without first consulting with the prescribing licensed health care professional. Results of the consultation must be recorded in the youth's record. The licensed health care professional shall document in writing any changes to medication. This documentation must be kept as part of the youth's case record.
- (8) All unused and expired medication must be disposed of. The disposal of unused medication must be done by two licensed health care professionals, and the disposal must be recorded in a medication destruction log.

Authorizing statute(s): Sec. 50-5-220, MCA

Implementing statute(s): Sec. 50-5-220, MCA

History: NEW, 2004 MAR p. 1960, Eff. 8/6/04.