



DIVISION OF DEVELOPMENTAL DISABILITIES  
Olympia, Washington

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TITLE: RESIDENTIAL MEDICATION MANAGEMENT POLICY 6.19

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Authority: RCW 7.70.065 *Actions for Injuries Resulting From Health Care*  
Chapter 18.88A RCW *Nursing Assistants*  
Chapter 71A RCW *Developmental Disabilities*  
Chapter 246-840 WAC *Protocol for Delegating Nursing Care Tasks*  
Chapter 246-841 WAC *Nursing Assistants*  
Chapter 246-888 WAC *Medication Assistance*  
Chapter 388-78A WAC *Boarding Homes*  
Chapter 388-101 WAC *Community Residential Services and Supports*  
Chapter 388-826 WAC *Voluntary Placement Services*

**PURPOSE**

This policy describes the procedures to be used by community residential services providers who contract with the Division of Developmental Disabilities (DDD) to support persons with developmental disabilities who use medications.

**SCOPE**

This policy applies to service providers for adult clients receiving DDD community residential services. Community residential services includes Supported Living (SL), Companion Homes (CH), Group Homes (GH), Group Training Homes (GTH), State Operated Living Alternatives (SOLA), and Licensed Staffed Residential (LSR) programs and Foster Homes (FH) that provide services to youth aged 18 - 21 years.

Note: Individual providers and personal care services are outside the scope of this policy.

For licensed boarding homes only, medication management requirements as defined in WAC 388-78A-2210 through 2290 take precedence over this policy.

**DEFINITIONS**

**Consent** means verbal or written agreement by a decision-maker to proceed with a prescribed treatment/medication.

**Decision-maker** means the person legally authorized to give consent. The decision-maker may be the person, the person's legal guardian, or other legal surrogate.

**Medication administration** is the direct application of a prescribed medication whether by injection, inhalation, ingestion, or other means, to the body of the client by an individual legally authorized to do so.

**Medication assistance** is assistance with self-administration of medication rendered by a nonpractitioner to a client receiving certified community residential services and supports in accordance with [RCW 69.41.085](#) and [Chapter 246-888 WAC](#).

**Medication service** is any service provided by a certified community residential services and support provider related to medication administration or medication assistance provided through nurse delegation and medication assistance.

**Prescriber** means a physician or other healthcare professional authorized by law to prescribe medications.

**POLICY**

- A. When providing instruction and support services to DDD clients, the service provider must ensure that individuals who use medications are supported in a manner that safeguards their health and safety.
- B. Adult residential service providers may not administer medications for a client or assist a client to self-administer medications if consent has not been given.

**PROCEDURES****A. Self-Administration of Medications**

- 1. Adult residential service providers must have a written policy that has been approved by DDD regarding supervision of self-medication.
- 2. The service provider, unless he or she is a licensed healthcare professional or has been authorized and trained to perform a specifically delegated nursing task, may only assist the client to take medications. The service provider can perform the following actions:

- a. Communicate the prescriber's order to the client in such a manner that he/she self-administers his/her medication properly;
  - b. Remind or coach the client when it is time to take a medication;
  - c. Open the client's medication container;
  - d. Hand the client the medication container;
  - e. Place the medication in the client's hand;
  - f. Transfer medication from one container to another for the purpose of an individual dose (e.g., pouring a liquid medication from the container to a calibrated spoon or medication cup or using adaptive devices);
  - g. Alter a medication by crushing, mixing, etc., as long as the client is aware that the medication is being altered or added to food or beverage. A pharmacist or other qualified practitioner must determine that it is safe to alter a medication and this must be documented on the prescription container or in the client's record;
  - h. Guide or assist the client to apply or instill skin, nose, eye, and ear preparations. The practice of hand-over-hand administration is not allowed; and
  - i. For group homes that have a boarding home license, refer to [WAC 388-78A](#) (sections 2210 through 2290) for additional tasks that may be allowed.
3. The service provider may administer the client's medication if the service provider is a licensed healthcare professional. Medications may only be administered under the order of a physician or a healthcare professional with prescriptive authority.
  4. If a client requires assistance with the use of medication beyond that described above in section A.2., the assistance must be provided either by a licensed healthcare professional or a Registered Nurse who delegates the administration of the medication according to Chapters [388-101](#) and [246-840](#) WAC.

## B. Consent

1. All new prescription medications or prescribed changes in dosages of current medications require consent to take the medication(s).

2. Written consent for ongoing medication management may be obtained at the time of the client's annual Individual Support Plan (ISP) meeting. If written consent is not documented in the client record, verbal consent must be obtained and followed up with written consent within ninety (90) days.
3. Service providers are not decision-makers for the purposes of consent. Service providers may therefore need to clarify their role if it appears that the prescriber believes that the service provider can give consent for medications.
4. If a client's legal representative is unwilling to provide consent for a medication and the provider believes this decision is not in the client's best interest, the provider should discuss the matter with the client's Case Resource Manager (CRM), who will consult with the Field Services Administrator (FSA) and/or the Office of the Attorney General as appropriate.

**C. Skin Observation Protocol (SOP)**

When the SOP is triggered in the client assessment, the Case Resource Manager (CRM) or Social Worker (SW) must use the DSHS 01-212, *Nurse Delegation: Referral and Communication* form to initiate the request for completion of the required activities for the SOP:

1. For clients in DDD residential programs receiving Nurse Delegation services, the CRM/SW must refer the client to the delegating nurse to complete the SOP. Use DSHS 01-212, *Nurse Delegation: Referral and Communication*.
2. For clients in DDD residential programs who do not receive Nurse Delegation services:
  - a. Refer to the Registered Nurse working with or employed by the agency; or
  - b. If there is no Registered Nurse working with the residential agency, refer to an ADSA contracted Delegating Nurse. Use DSHS 01-212, *Nurse Delegation: Referral and Communication*.
  - c. Payment for services under this section is made by using Regional "Professional Services" funds codes.
3. The Registered Nurse will complete all observation, education, referrals, service planning, recommendations, and documentation as required by the SOP. This includes the:
  - a. DSHS 13-780, *Nursing Services Basic Skin Assessment*; and
  - b. DSHS 13-783, *SOP Pressure Ulcer Assessment and Documentation*.

**D. Nurse Delegation** ([Chapter 246-840 WAC](#))

1. Nursing Assistants who have been delegated a nursing care task must perform the task as follows:
  - a. In compliance with all requirements and protocols of [Chapter 246-840 WAC](#) and [WAC 246-841-405](#);
  - b. Only for the specific person who was the subject of the delegation; and
  - c. Only with the consent of the client or another person authorized to provide consent for healthcare on behalf of the client under [RCW 7.70.065](#). Persons authorized to provide consent for healthcare must be a member of one of the following classes of persons in the order of priority listed below:
    - i. The client if he or she is own legal representative;
    - ii. The client's legal representative, if any;
    - iii. An individual who holds a durable power of attorney for the client's healthcare decisions;
    - iv. The client's spouse;
    - v. The client's children who are at least eighteen (18) years of age;
    - vi. The client's parents; or
    - vii. The client's adult siblings.
2. The delegated authority to perform the nursing care task is not transferable to another Nursing Assistant.
3. The Nursing Assistant must not be subject to any employer reprisal for refusing to accept delegation of a nursing task based on the person's safety issues.
4. The Registered Nurse delegator cannot delegate the following tasks:
  - a. Administration of medication by injection except for insulin (i.e., intramuscular, intradermal, subcutaneous, intraosseous, and intravenous);
  - b. Sterile procedures; or

- c. Central line maintenance; or
  - d. Acts that require nursing judgment.
5. Before performing any delegated nursing task, the service provider must:
- a. Complete the staff training as required in [WAC 388-101-3260](#);
  - b. Be either a Nursing Assistant-Registered (NA-R) or a Nursing Assistant-Certified (NA-C);
  - c. Complete the *Nurse Delegation for Nursing Assistants* class (9 hours);
  - d. Complete the *Nurse Delegation Training: Special Focus on Diabetes* (3 hours) when the provider anticipates that the Nursing Assistant may be administering insulin injection under nurse delegation;
  - e. Maintain documentation of this training activity; and
  - f. Receive task-specific training from a delegating Registered Nurse.
6. Nursing tasks that a provider may perform when delegated by a Registered Nurse include, but are not limited to, the following:
- a. Oral and topical medications and ointments ("oral medication" means any medication that can be ingested through the mouth or administered directly into a gastrostomy tube);
  - b. Nose, ear, and eye drops and ointments;
  - c. Dressing changes and catheterization using clean techniques;
  - d. Suppositories, enemas, and ostomy care in established and healed condition;
  - e. Blood glucose monitoring; and
  - f. Gastrostomy feedings in established and healed condition.
7. Any person may call the Complaint Resolution Unit (CRU) at 1-800-562-6078 to file a complaint. Nurse delegation complaints during normal business hours can be filed with the Department of Health (DOH) at 360-246-4700.

8. The Nursing Assistant may consent or refuse to consent to perform a delegated nursing care task and is responsible for his/her actions with regard to this decision.
9. No agency may discriminate or retaliate in any manner against a person because the person made a complaint or cooperated in the investigation of a complaint.
10. DSHS shall impose a civil fine of not less than \$250 and not more than \$1,000 on any provider who knowingly performs or knowingly permits an employee to perform a nursing task except as delegated by a nurse pursuant to [Chapter 18.88A RCW](#) and Chapters [246-840](#) and [246-841](#) WAC.

**E. Storage of Medications**

1. Providers must:
  - a. Keep a client's medications so they are not readily available to others. Medications stored in a client's room must have provisions for adequate segregation and security;
  - b. Store medications under proper conditions for sanitation, temperature, moisture and ventilation, and separate from food or toxic chemicals; and
  - c. Store medications in the original medication containers with pharmacist-prepared or manufacturer's label, or in medication organizers which are clearly labeled with the:
    - i. Name of the person for whom the medication is prescribed;
    - ii. Medications included; and
    - iii. Dosage frequency.
2. SL agencies may allow medication organizers maintained by the client when the organizers are filled by:
  - a. The client;
  - b. A pharmacist;
  - c. A Registered Nurse; or
  - d. The client's family member.

An SL agency providing medication assistance to a client must assure that the medication organizers are labeled. The client, a pharmacist, a Registered Nurse, or the client's legal representative or family member may label the medication organizer.

3. GH, GTH, LSR and FH providers must:
  - a. Keep all medications in locked storage; and
  - b. Use medication organizers only when filled by a pharmacist.
4. LSR and FH providers supporting children/youth must also comply with the medication storage requirements described in [Chapter 388-148 WAC](#).

#### F. **Documentation**

The service provider must maintain a written record of all medications administered to, monitored, or refused by the client.

#### G. **Disposal of Medications**

The agency administrator, his/her designee, or FH provider must properly dispose of all medications that are discontinued or superseded by another. The administrator, designee, or FH provider must list the name of the medication(s), amount disposed, and date of disposal. Two people, one of whom may be the client, must verify the disposal by signature. Each GH and GTH must have a written disposal policy approved by a pharmacist.

### **EXCEPTIONS**

Any exceptions to this policy must have the prior written approval of the Division Director.

### **SUPERSESSION**

DDD Policy 6.19  
Issued July 1, 2009

Approved: /s/ Linda Rolfe  
Director, Division of Developmental Disabilities

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