

**GUIDELINES FOR: Prescriptions and Administration of Medications**

**PURPOSE:** To execute medication orders for patients in PHP or IOP in a timely and safe manner.

**POLICY:** Patient medication orders are executed by calling or faxing the orders to the patient's pharmacy, writing prescriptions for the patient, administering the medication to the patient and/or providing contingency medications.

**RELATED POLICY:** Dispensing Contingency Medications

**PROCEDURE:**

**RESPONSIBILITY**

**PROCEDURE**

**MD and/or APRN**

Medication orders and allergies are documented on the Order Sheet in patient's chart.

The medication name, dosage, frequency, quantity and number of refills are documented in the Psychiatric Medication Pharmacy Call Sheet.

Prescription pads, if needed, are obtained from the JDH Pharmacy by either an MD or APRN.

Prescriptions are completed and signed by either an MD or APRN.

**PHP/IOP Staff (including MD, APRN, RN)**

The patient's pharmacy, pharmacy phone number, date of birth and allergies are documented on the Psychiatric Medication Pharmacy Call Sheet.

Prescriptions can be called in or faxed to the patient's pharmacy using the information from the Psychiatric Medication Pharmacy Call Sheet.

Written prescriptions can be given to the patient either directly by the MD or APRN or by an appropriate PHP/IOP staff member.

The PHP/IOP staff that calls in or faxes the orders to the pharmacy, dispenses contingency medication or gives the prescriptions to the patient documents in the Psychiatric Medication Pharmacy Call Sheet the date this was executed and signs their initials.

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**MD, APRN, or RN**

Administer intra-muscular or hypodermic medications required by the patient during treatment.

**PHP/IOP Staff (including MD, APRN, RN)**

Contingency medications are dispensed as described in the Guidelines for Dispensing Contingency Medication.

**Patient**

The patient or their designee obtains the prescribed medications from their pharmacy.

The patient or their designee is responsible for administration of their medication.

**APPROVAL:**

**EFFECTIVE DATE:** 6/07

**REVISION DATES:**