**applicable laws, regulations and/or standards:**

**Federal Laws:**

*N/A*

**State Laws:**

*N.A*

**Regulations:**

[*A.A.C. R9-20-408-C. Assistance in the Self-Administration of Medication*](http://www.azsos.gov/public_services/Title_09/9-20.htm)

[*A.A.C. R9-22-1206. General Provisions and Standards for Service Providers*](http://www.azsos.gov/public_services/Title_09/9-22.htm)

*[A.A.C. R9-3-309 Medications](http://www.azsos.gov/public_services/Title_09/9-03.htm)*

**COA Standards:**

[*RPM 3: Medication Control and Administration*](http://coanet.org/standard/rpm/3/)

*[TS: Training and Supervision-Introduction](http://coanet.org/standard/ts/)*

[*TS 1: Personnel Development and Training*](http://coanet.org/standard/ts/1/)

[*TS 2: Training Content*](http://coanet.org/standard/ts/2/)

**Policy:**

In order to assure the health and safety of clients in the physical care of Arizona's Children Association, staff, foster parents and respite workers who administer medications or oversee self-administration must demonstrate required skills and knowledge through certification.  Certification includes documentation of the completion of Arizona’s Children Association “Medication Administration” training and the successful passing of the standardized test.

**Procedures:**

# 1.0 scope of Training

Required skills and knowledge to be verified during the medication administration training include:

1. Knowledge of Arizona's Children Association medication policies and procedures, licensing regulations, and contractual obligations governing medication administration and management;
2. Knowledge of the Six Rights of Medication Administration;
3. Knowledge of the medications commonly prescribed for clients;
4. Knowledge of the common benefits, side effects, and adverse reactions of those medications;
5. Knowledge of the signs, symptoms, or circumstances indicating that a client should not take a medication and of who to contact to review and address the client’s situation;
6. Knowledge of the differences between assisting in the self–administration of medication and medication administration and skills in self administration;
7. Knowledge of medical terminology and common medical abbreviations used in assisting in the self-administration of medication;
8. Knowledge of and skills in identifying the signs, symptoms, and indicators of toxicity or overdose;
9. Skill in responding to a medication error or medical emergency; and
10. Knowledge of and skill in the documentation of medication administration and self-administration assistance.

# 2.0 AVAILABILITY OF TRAiNING

2.1 Medication Administration Training classes shall be held as needed in the communities which the staff, foster parents or respite workers serve.

2.2 A Train-the-Trainer class shall be provided annually. A trainer shall be designated in each region with responsibility for the Medication Administration training in their region. Questions they are unable to answer will be directed to the Registered Nurse who provides the training.

# 3.0 INITIAL TRAINING AND ANNUAL RENEWAL

3.1Non-licensed staff, foster parents or respite workers must be certified in “Medication Administration” training before administering or assisting in the administration of medications.

3.2 Medication Administration training shall be renewed every 12 months for designated trainers, certified staff and adult foster care providers. Foster parents and respite workers serving children have the option of taking the standardized medication administration test in lieu of annual renewal of training. A passing grade of 80% must be achieved to meet annual requirement. After two unsuccessful attempts to receive a passing grade, it will be required to take the training again.

# 4.0 VERIFICATION OF TRAINING

4.1 At the conclusion of the training a standardized test will be administered as a measure of competency:

* 1. The medical practitioner or qualified staff person administering the training and test will score the test. For staff and adult foster parents working in behavioral health programs, test results must be verified by an AzCA Medical Practitioner or Registered Nurse.
  2. The standard for achieving competency shall be receiving a score of at least 80% correct (each section of a multi-part question will count as one item.)
  3. If the qualified staff person, Medical Practitioner, or Registered Nurse reviewing the test identifies a pattern of incorrect responses that relate to a specific area of the training, focused retraining and retesting in that specific area shall be mandated, even if the total score was at least 80%.
  4. If the score on the test is less than 80%, the person can re-take the test up to two times without being retrained. If the score on the final allowed re-test is still below 80%, the person needs to be retrained in the entire curriculum.

4.2 In addition to passing the written test, staff will be observed by a Medical Practitioner or Registered Nurse. The qualified staff shall be observed to be competent in all components of assisting clients with self-administration before independently allowed to assist clients:

* 1. Clients and staff must wash hands
  2. Qualified staff shall read the Doctor’s order sheet
  3. In the client’s presence, qualified staff shall read the medication label to determine:
     1. Right Name and D.O.B.
     2. Right Medication
     3. Right Dosage and Amount
     4. Right Time or Time intervals
     5. Right Route
  4. Open medication containers shall be handed to the clients with explicit instruction on how much medication is to be taken out of the container
  5. Clients shall be instructed to pour correct medication into a disposable cup from the bottle
  6. Qualified staff checks to assure that the correct dose is in the cup
  7. Client returns the bottle to the qualified staff who recaps the container
  8. Qualified staff fills out and signs the “Self-Administration of Medication Record”.
  9. Client initials record in appropriate slot

