

The Florida Law, 65G-7, is now in place and replaces the PD # 01-01
Effective 4/1/08

Florida Law 65G-7 and associated APD forms can be found at:
apd.myflorida.com/medication/forms.

The following forms must be used:

- Authorization for Medication Administration (APD Form 65G7-01)-
replaces the Physician's Statement of Ability
- Informed Consent for Medication Administration (APD Form 65G7-02)
- Medication Error Report (APD Form 65G7-05)
- Medication Destruction Sheet (APD Form 65G7-06)
- Controlled Medication Count (APD Form 65G7-07)
- Off-site Custody of Medications (APD Form 65G7-08)

This newsletter will point out major rule changes to be aware of and, as needed, Sun Coast Best Practice guidelines in outlined boxes.

The 65G-7 sections are separated by a page break.

This letter is also in sections to mirror the sections of the 65G-7.

A suggestion would be to print a copy of each, and place each section of this letter behind the corresponding section of the 65G-7 for quick and easy reference.

65G-7.001 Definitions

65G-7.002 Determining Need for Assistance: Informed consent Requirement

65G-7.003 Medication Administration Training Course

65G-7.004 Validation Requirements

65G-7.005 Medication Administration Procedures

65G-7.006 Medication Errors

65G-7.007 Storage Requirements

65G-7.008 Documentation and Record Keeping

65G-7.009 Off-Site Medication Administration

7.002 (1) Authorization for Medication

Changes to be made aware of:

- Replaces the Physician's Statement of Ability
- Replace your current form just before it expires (a yearly requirement) with this form
- Put your agency name on the line for Health Care Provider

Suncoast Region Best Practice

Replace the current form the next time the client visits the doctor

Changes to be made aware of:

- A client who self administers his/her own medications may receive a reminder to take their medications

Suncoast Region Best Practice

If a client requires frequent reminders to take their medications document and report this. This client's ability to self medicate may need to be reevaluated

7.002 (5) Consent

Changes to be made aware of:

- Replace the currently used form just before it expires (a yearly requirement)
- Include a description of the specific medication routes and procedures that the medication assistance provider is authorized to use

Suncoast Region Best Practice

If a responsible person other than a competent client signs this consent, add the printed name of the client and Date of Birth to the 'white' area at the bottom of the page. Add the permitted routes to the 'white' area on this page above the signatures.

It is a very good idea that if a client self medicates and may need assistance with his/her medications at any time due to illness or injury, they be encouraged to give consent for assistance with self-administered medications during those times.

Changes to be made aware of:

- There are no set rules that separate administration of medication from supervision of self administration of medications
- Medication assistance providers may give the minimum amount of assistance needed to ensure safe and accurate self administration of medications

7.004 Validations

Changes to be made aware of:

- Validations done per PD # 01-01 that have not expired are still valid
- Validations will be done on site, with actual medications and with the consumer
- During validation the applicant will be validated per route used during that validation. The validated medication assistance provider may only administer/assist using those validated routes.

Suncoast Best Practice

The initial validator should be an APD approved trainer. There is a list of validating requirements, and a specific validation certificate.

Schedule your validation at a time when the consumer receives medications by the most routes.

The provider keeps a copy and as a medication assistance provider you keep a copy.

- When a client requires a medication in a route that the medication assistance provider has not been validated, he/she must obtain a validation in that route prior to assisting with or administering that medication to the client.

Suncoast Best Practice

Florida RNs and physicians may validate.

Validations in these added routes may occur at the doctor's office, ER, Hospital, or where the client resides.

Be sure to have your validation certificate with you for him/her to sign. Keep all copies up-to-date.

- For those who have been validated check your certificate date. Keep track of when your certificate of validation will expire.
- The front of the form states the overall expiration date. The added validations acquired during that year expire in one year from the date received. You must keep track of all expiration dates.

Suncoast Best Practice

Schedule your annual validation 60 days in advance.

Keep an extra copy of your up-to-date validation certificate.

- Medication assistance providers who have not received training in the ‘rectal route’ must obtain that training before being validated in this route

Suncoast Best Practice

Schedule training in administering medications via the rectal route before a client may require a medication via that route.

- Before validation review each client’s medical and medication history.
- You must know special positioning and how to use adaptive devices if needed.

Suncoast Best Practice

Know the type seizures, how often, and triggers, if appropriate and what you should do if the client has one.

Know a consumer’s symptoms of low or high blood sugar, if appropriate, and what you should do should they occur.

Obtain the training you need to meet the special needs of the clients in your care.

7.005 Medication Administration Procedures

- Verify the 6th ‘right’ of medication administration, which is for the right ‘reason’ before administering/ assisting with each medication.

Suncoast Best Practice

**Strongly suggest that the physician stated ‘reason’ or medical purpose of each medication be listed on the MAR with that medication entry.
If the reason is not known, ask the ordering health care provider for this information.
You must have the purpose of all PRN medications listed as part of the medication order.**

- Observe the client for at least 20 minutes (or as special instructions indicate) following the first three doses of a new or any PRN medication.

Suncoast Best Practice

Strongly recommended: Document this observation on the back of the MAR

- Medication assistance providers are responsible for ensuring that clients do not run out of medications, either by refilling medications promptly or by notifying the person responsible in time to refill before the medication runs out.
- Document when you call the responsible person to tell them that a refill is needed.

Suncoast Best Practice

Notify the need to reorder medications in plenty of time for them to be delivered and checked against the MAR for accuracy before they are needed.

- When using the APD provided PRN medication MAR, keep a copy of the prescription or order written in easy to read terms behind the PRN medication MAR
- Write in the required information that matches the information on the order on to that MAR in the spaces provided. Write so others may easily read your handwriting. May use two blocks to transcribe an order if needed

Suncoast Best Practice

Strongly recommend continuing to use the pharmacy printed MAR for both routine and PRN medications.

If you write your own MAR use the same form for PRNs as for routine medications, this decreases the chance of transcription errors.

- Document administration of a PRN medication by writing in the date and Time and your initials in the appropriate space on your MAR.

Suncoast Best Practice

Must observe for 20 minutes after administration of PRN medications

Strongly recommend documenting the time, date, reason given and results of every PRN medication administered/assisted with on the back of that MAR.

- Nebulizer medications may be mixed or poured for administration to a client after special training.
- This training is good for any client that uses that same type of nebulizer.

Suncoast Best Practice

Recommend that every client in a facility that needs a nebulizer use the same type of machine.

7.006 Medication Errors

- Refill all new prescriptions within 24 hours of receiving the prescription.

Suncoast Best Practice

Recommend having a backup pharmacy to use when needed.

Recommend that documentation of unavailable or not 'covered' medications be placed on the back of the MAR.

Talk with the pharmacy, waiver support coordinator/support coach, parent if appropriate, and ordering health care provider regarding this issue. Document your efforts to get this medication filled.

Discontinued medication may be stored (in a designated separate storage area) for up to 30 days incase the health care provider reorders that medication.

- In case a medication is administered at the wrong time or a wrong dose given you must 'eyes on' observe the client for at least the next 20 minutes. Get medical assistance if needed. Notify your supervisor and ordering health care provider/
- Completely fill out a medication error report for all medication errors in a facility or in the client's home.
- Send a copy of this error report to APD within 24 hours.

Suncoast Best Practice

Fill out all the spaces for information regarding this incident.

Describe the error in such a way that the person reading it can easily understand what happened.

Describe what steps were put in place to prevent this type of error from occurring again within your facility.

7.007 Storage Requirements

- Sign medication destruction forms in front of two other people. Three sets of initials are required.

Suncoast Best Practice

Discontinued and expired medications may be stored in a set location separate from current medications for up to 30 days.

Arrange a time when three medication assistance providers are present to destroy medications. All three will witness the destruction.

- Clearly initial and date sample medications when they are first opened.

Suncoast Best Practice

Write your initials and date large enough to be easily seen near the label.

- Stock OTC (over-the counter) medications are now allowed. They must be kept in their original stock containers.

Suncoast Best Practice

Must have an order for the OTC medication that matches the drug name and strength of the stock medication container.

Store this medication in a separate container marked OTC stock medications

- Monitor clients who self medicate without any assistance in a residential facility or supported living, for safe storage of medications.
- Providers must write and med assistance providers know the policy and procedure to cover times when medication keys are lost or unavailable.

Suncoast Best Practice

Medication keys must be kept in the personal control of the assigned medication assistance provider. Turn them over to the on-coming staff when control meds are counted and/or medication report is given to on-coming staff.

- When counting control meds at shift change: verify the amount present, compare with the previous count AND the number of doses administered between these two shift counts. Record on the APD Controlled medication count sheet and each initial.
- Count each control medication and record counts daily if there is no shift changes or there is only one med assistance provider there to count.

Suncoast Best Practice

Strongly recommend: Continue using the individual control med countdown sheet that allows for comments when medication is dropped, signed out to family or other occurrences. It also ensures less count errors when used with the APD count sheet.

Per 65G-7.006 (6) MCM will respond to multiple control med count errors with a corrective action plan to include the minimum 4-hour med training course and validation.

7.008 Documentation and Record Keeping

- Transcribe the ordering health care practitioner name, order date, and if applicable the stop date with each medication entry
- Initial and circle in the appropriate block for any refused or missed medications
- On the back of the MAR place either the code from 65G-7.008 (1) (n) or a code with the same instructions on the back of the MAR

Suncoast Best Practice

Strongly recommend recording the reason and result(s)/action(s) taken for every missed and/or refused medication on the back of the MAR

- Transcribe special instructions if applicable with that med entry

Suncoast Best Practice

Strongly recommend adding special instructions such as ‘on an empty stomach’ ‘take 30 minutes before breakfast’, ‘give on Mondays’, and any other special instructions needed for accurate and timely medication administration.

- Must file copy of script, drug information, completed MARs, and record of drug counts, authorization and consent form in the clients file

Suncoast Best Practice

Strongly recommend keeping a MAR book with individual index tabs for each client. Keep the current MAR; copies of current scripts and drug information sheets, and current control medication count sheets. May file a copy of the current med authorization and consent forms here for ease of use and reference.

65G-7.009 Off-site Medication Administration

- Medication assistance provider must use the off site form if client will need meds off site. Must include PRN prescription medications
- Plan ahead to have enough medications for time away from home

Suncoast Best Practice

**Add information in the 'white area' regarding special instructions for the medications
Reflect on your control medication count sheets the amount on hand after giving these
meds to the responsible person, and add back the amount of control meds returned.
Report all medication count discrepancies**

- Limit the use of weekly pill organizers to clients whose authorization form states they may self-administer medications, without assistance.
- The client, family or legal guardian may transfer the medications from the original container to the pill organizer under your supervision

Suncoast Best Practice

**The client, and family or legal guardian if applicable, must be able to identify each
medication.
Label the pill organizer with the clients name for away from home periods.
A copy control medication labels or scripts should be attached to the pill organizer for
away from home trips.**

- Medication assistance providers must provide up-to-date contact information to the person who will assist the client with medications while off-site.

Suncoast Best Practice

**Always ensure that staff has up-to-date contact information of the individual who will
assist the consumer while away from home.**