

ST. CLAIR COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

ADMINISTRATIVE PROCEDURE

Date Issued 11/23

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CHAPTER Health/Medical		CHAPTER 04	SECTION 001	SUBJECT 0070
SECTION Drugs and Medication		SUBJECT Standing Medication Orders (SMOs)		
WRITTEN BY Residential Policy Committee	REVISED BY Belinda Raymo		AUTHORIZED BY Tracey Pingitore	

I. APPLICATION:

- ☐ SCCCMHA Board
- ☐ SCCCMHA Providers & Sub-Contract Providers
- ☒ Direct Operated Contractors
- ☒ Community Agency Contractors
- ☒ Residential Programs
- ☒ Specialized Foster Care

II. PURPOSE STATEMENT:

St. Clair County Community Mental Health Authority (SCCCMHA) shall have procedures to ensure that over-the-counter medications be administered accordingly as written. Also, enclosed is a list of over-the-counter-medications that may be administered for specific health conditions.

III. DEFINITIONS:

- A. Medication: A drug used in treatment or prevention of a disease or relief of pain, which includes prescription and over-the-counter drugs.
- B. Non-Medicated Products: Products for the skin such as sunscreen, body lotion, chapstick, etc. and are not considered over-the-counter medications.
- C. Over-the-Counter (OTC) Medications: Includes all drugs which can be purchased over-the-counter at a store and do not need to be prescribed by a person licensed to do so. This includes, but is not limited to, the following: aspirin, cold medications, Milk of Magnesia, etc. However, all medication administered by this agency must be prescribed by a person licensed to do so.
- D. Prescription Medications: Includes all drugs, which must be prescribed by a person licensed to do so by the Michigan Department of Health and Human Services (MDHHS).
- E. Qualified Staff: A person who has been qualified to administer medications by completing and passing criteria (training procedure) set forth by the appropriate accrediting body for licensing and/or SCCCMHA. All Prescribers (doctors, nurse practitioners, etc.) and Registered Nurses are qualified staff according to licensure and exempt for the training process.
- F. Standing Medication Orders (SMOs) Forms #0029A, #0029B or #0029C: Individualized physician's orders authorizing staff and specialized foster care providers to administer specific over-the-counter medications and/or treatments to alleviate minor conditions (this is an optional forms). It is not required or necessary that the physician be notified each time an over-the-counter ordered medication is administered.

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IV. STANDARDS:

- A. Group homes/foster care homes and SCCCMHA locations may purchase over-the-counter medications in bulk or trial sizes.
- B. All over-the-counter medications are documented in the individual's Medication Record and Health Care Chronological.
- C. Non-medicated products for the skin (sunscreen, body lotion, chapstick) can be used as needed. They are not considered over-the-counter medications.
- D. The use of the Standing Medication Order Forms are optional (forms # 0029A, 0029B, and 0029C).

V. PROCEDURES:

Group Home Supervisor / Qualified Staff / Specialized Foster Care Provider

1. Informs physician about the requirement to have prescriptions for specific over-the-counter medications with detailed directions to alleviate minor afflictions utilizing the Standing Medication Order form #0029A, #0029B or #0029C (optional forms) or a form of the primary care physician's choosing. SMO's are renewed annually or any time a change in the order occurs (i.e. different OTC medication ordered, different dosage, discontinuation of a medication, etc.)

Physician / Nurse Practitioner / Physician's Assistant

2. Indicates appropriate medications to pass to individuals using the SMO list (forms #0029B or #0029C), by utilizing the blank SMO form (#0029A), or a form of their choosing. SMO's are reviewed/updated/distributed annually or at the time of admission to a group home.

Group Home Supervisor / Qualified Staff / Specialized Foster Care Provider

3. Ensures the primary care physician/designee utilizes the blank SMO form (#0029A) if additional or different medications are indicated due to allergies or medical contraindications. The following is indicated for each condition:
 - a. The specific medication, dosage, and frequency.
 - b. At what point after the symptoms appear to administer the medication.
 - c. How long to administer the medication and exactly when to stop.
 - d. When to contact the physician if symptoms continue or worsen.
4. Sends a copy of Standing Medication Order to community-based program/school each time it is renewed.

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5. Maintains Standing Medication Orders with the other Medication Records and includes the SMO medications on the Medication Administration Record (MAR).
6. Verifies that medications on the Standing Medication Orders have not been discontinued or changed as the result of discharge paperwork following any doctor appointment, hospital or nursing home stay, or emergency center or urgent care center visits. Updates the MAR on the same date any changes occur.

Group Home Supervisor / Qualified Staff / Specialized Foster Care Provider

7. Determines individual's need for over-the-counter medications.
8. Reviews the Standing Medication Orders to identify a medication to best meet the individual's needs, and checks individual's allergies.
9. Uses only the OTC medications that are prescribed.
10. Uses OTC medications only for the prescribed reasons/symptoms. (Example: if Benadryl is prescribed for allergy symptoms--defined by the prescriber as runny nose, itchy eyes, sneezing--it cannot be used for sleep or insect bites unless the prescriber writes for this application.)
11. Administers the right medication at the right dose by the right route to the right individual at the right time according to the over-the-counter medication product instructions or as directed by prescriber.
12. Records the medication, dosage, date and time, on the medication administrations record; and, provides rationale for giving the medication, the effectiveness and the response to medication on the Health Care Chronological.

Community Based Program Supervisor / Designee

13. Communicates to the group home via verbal, phone or encrypted email if an over-the-counter medication is passed during community-based program.

Group Home Supervisor / Qualified Staff / Specialized Foster Care Provider

14. Maintains most recent SMO in individual's record and destroys when new annual SMO is obtained.

VI. REFERENCES:

None Available

VII. EXHIBITS:

None Available

VIII. REVISION HISTORY:

Dates issued 05/88, 10/92, 03/95, 11/97, 11/99, 10/01, 02/05, 04/07, 06/09, 08/11, 11/12, 11/13, 11/14, 11/15, 11/16, 11/17, 11/18, 11/19, 11/20, 11/21, 10/23.