**Health Standard No.:** 21-2 **Issue Date**: October 1, 2021

**Subject:** **Medication Administration Certification Effective Date: Upon release**

**Guidelines for Developmental Services Supported Living Approved:/s/**Dr. Valencia Bagby-Young

**Workers Within the Individual Family Supports Division Approved**:/s/Jordan Scheff/LT

**Section:** Health Standards

**Introduction**

To promote consistent medication administration for all individuals receiving funding and services from the department, DDS is allowing developmental services supported living workers (DSSLW) employed by the department to become certified in medication administration. The process outlined in this health standard will allow DSSLWs to maintain med-certification with certain limitations in place. While med-certified DSSLWs will not be administering medications on a daily basis, or routinely, they will be able to do so when needed.  A med-certified DSSLW will be allowed to assist with transporting medications from the pharmacy to the individual’s home, from the home to a day program or other locations (i.e., recreational outings), and if medication administration is needed for an individual in his or her home on an occasional basis although not routinely. None of the DSSLWs are currently able to perform medication administration related responsibilities, this health standard will now permit them to assist with medication administration as needed.

Once a DSSLW is med-certified, if they work at other non-IFS (Individual and Family Supports) locations, the employee would be allowed to administer medications under the direction of the delegating registered nurse (RN) for that worksite. The delegating nurse of each site is responsible for individual-specific medication administration training and monitoring. A med certified DSSLW may not participate in any part of the medication administration process without prior approval from the site’s delegating nurse. DSSLWs will have access to a delegating RN during normal business hours and a DDS on-call RN after hours, weekends, and holidays.

1. **Purpose**

This health standard provides guidance to medication administration certified non-licensed personnel working in DDS Individual and Family Supports (IFS), who may transport and administer medications to individuals residing in family homes or in temporary respite care on a case-by-case basis under the direction of a delegating registered nurse (RN).

1. **Applicability**

These medication administration guidelines for Individual and Family Supports (IFS) apply to developmental services supported living workers (DSSLWs) and licensed registered nurses (IFS/respite nurses) who may be delegating medication administration responsibilities to the med-certified support staff. These employees will be providing services to individuals who reside in family homes or temporary emergency respite placements at locations other than DDS-funded respite centers. This guidance does not apply to staff who perform Trained medication administration responsibilities under the Trained Staff designation or staff working in the Individualize Home Supports (IHS) division.

1. **Implementation**
2. Any developmental services supported living worker (DSSLW) who has been assigned a delegating registered nurse (RN) may complete the DDS medication administration certification course requirements as per section 17a-210-3 of the Regulations of Connecticut State Agencies.
3. DSSLWs seeking to become med-certified shall be assigned to a DDS respite center to receive onsite medication administration initial and recertification training (i.e., Nursing Standard 09-4 On-Site Practicum Process Checklist A & Checklist B). If a DSSLW is already med-certified and assigned to a DDS residential home/facility and the delegating IFS/respite nurse and residential team nurse are in agreement, the onsite initial and recertification training may be completed at that location. At certain times it may be appropriate for a DSSLW to complete Checklists A & B in a family home or temporary respite location.
4. Medication administration certified (med-certified) non-licensed DSSLWs are subject to all DDS medication administration regulations.
5. The med-certified DSSLW shall complete all medication administration-related responsibilities including verifying the licensed prescriber’s orders, appropriate administration of medication, and documentation of medication administration in the medication administration record (MAR/Kardex). A current authorized prescriber’s order and blank MAR shall be available at the residence, if the administration of a PRN (as needed) medication is required.
6. The med-certified DSSLW shall utilize the RN on-call system on weekdays after normal business hours, weekends and holidays for medication-related concerns such as the need to administer an as needed (PRN) medication, medication errors, or new orders, etc.
7. The med-certified DSSLW shall have emergency contact information readily available (i.e., Poison Control Center, 911, family or guardian phone numbers).
8. The med-certified DSSLW shall immediately notify the delegating RN or the RN’s designee (covering RN, on-call nurse, or supervising nurse) and **complete a 255M medication error report** if a medication error is made or discovered.

**Limitations**

1. A med-certified DSSLW may not administer daily medications on a regular basis for an individual residing in a family home.
2. A med-certified DSSLW may not administer as needed (PRN) medications for an individual in the family home, if a responsible family member is available.
3. A med-certified DSSLW shall receive prior approval from the delegating, covering, or on-call RN to administer PRN medications to an individual.

**RN Delegation and Quality Assurance**

1. If an individual receiving Individual and Family Supports (IFS) services requires a med-certified DSSLW to administer medication in a family home or a temporary respite location, an initial IFS referral shall be sent to the IFS/Respite Nurse or Supervising Nurse.
2. The delegating registered nurse (RN) assigned to the respite center or referred to the family home shall provide individual-specific medication administration training (Checklist A) prior to the administration of medication at either location. This on-site training shall include the procedures for RN notification, administration and documentation of medications. Approval from the delegating nurse shall be obtained prior to the DSSLW’s participation in the medication administration process at either the temporary respite location or the family home.
3. The delegating nurse shall collaborate with the individual or the individual’s family members, guardian, or designee to obtain the licensed prescriber’s orders, complete the individual’s self-medication administration assessment, develop a medication administration plan, and train the med-certified DSSLW on the individual’s specific medication administration requirements. (Checklist A)
4. The delegating nurse shall ensure a medication administration record is established for the onsite practicum (Checklist B) and is available for DSSLW medication administration. The delegating nurse may choose to assign the DSSLW to transcribe medication orders during the onsite practicum as a form of training.
5. The delegating nurse shall provide additional training for the use of an auto-injectable medication such as an EpiPen, for anaphylactic reaction. Administration of this emergency life-saving medication does not require medication certification.
6. The delegating nurse is responsible for reviewing the licensed prescriber’s original orders and ensuring they are current for medications that will be administered during the time period when the med-certified DSSLW will be administering medications. DSSLWs shall not administer daily medications for an individual residing in a family home, if a family member, or a designee, has been given the responsibility of administering the medications.
7. The delegating RN is responsible for providing retraining of the med-certified DSSLW medication administration errors. The delegating RN shall document, and track medication errors made by the med-certified DSSLW and may report the DSSLW to the DDS Medication Administration Program for recurring errors. The RN may suspend the delegation of medication administration responsibilities at any time the RN believes that the life, health or safety of the individual is in jeopardy.
8. The delegating nurse is responsible for monitoring the medication administration process.
9. The delegating nurse shall complete the quarterly review of medication administration for each location where medication administration duties are being performed.
10. **References**

DDS Medication Administration Regulations

<https://portal.ct.gov/-/media/DDS/legislative/Medications/17a210AdminofMedsRegsFinalSOTS1209.pdf>

DDS Medical Advisory 14-1 Interpretive Guidelines for the DDS Regulations Concerning the Administration of Medication by Non-licensed Personnel

<https://portal.ct.gov/-/media/DDS/Health/141AdministrationofMedicationbyNonlicensedPersonnel.pdf>

Nursing Standard 09-4 On-Site Practicum Process

<https://portal.ct.gov/-/media/DDS/Health/NS094OnSitePracticum.pdf>

NS 09-4 Attachment A-1 [On-Site Practicum/Checklist A](https://portal.ct.gov/-/media/DDS/Health/NS094AttachmentA1ChecklistA.pdf)

NS 09-4 Attachment B-1 [On-Site Practicum/Checklist B](https://portal.ct.gov/-/media/DDS/Health/NS094AttachmentB1ChecklistB.pdf)

1. **Attachments**

Health Standard 21-2 Attachment A [Quarterly Medication Administration Audit Form and Instructions](https://portal.ct.gov/-/media/DDS/DDS_Manual/IH/DDS_Quarterly_Medication_Administration_Audit_Form_10_7_21.pdf)