



Turning Point Services, Inc. Medication Assistance for Habilitation Technicians

By Lisa Storie, RN

Guidelines

- ▶ This course is only for those Habilitation Technicians that assist with oral medications when family or guardian is not available. If family or guardian is available then they should do all medications. All other routes of medication including inhalers, nebulizers, gastrostomy, rectal, eye drops, nasal and topical medication require additional training by the TPS Nurse.
- ▶ In the event that the Habilitation Technician must assist with medications it must be in the treatment plan for staff to assist and should only be at times when family is not available.
- ▶ Under no circumstances can a habilitation technician make any decisions regarding medications and cannot measure or dose medications. All decisions and premeasuring must be done by family or guardian.
- ▶ This means that the Habilitation Technician cannot take the medication from the medication bottle but must have the single dose premeasured and left in container with clear instructions when to assist client with the medication.
- ▶ Habilitation Technicians cannot assist with any medication including over-the-counter medications unless they have been premeasured and left with clear instructions. This includes Tylenol, Advil, cough medication. All medications prescription and non prescription must be measured by the family or guardian.

Guidelines

- ▶ In the event that a client needs an over-the-counter medication for headache, cough, stomach ache, etc. the habilitation technician will need to notify family or guardian and family or guardian will be the one to make all decisions and give this medication.
- ▶ This means that they will need to come do this and cannot tell the habilitation technician it's ok to give them a Tylenol, etc. It is not ok because this crosses the line as to what assistance is and moves to administration and once again habilitation technicians do not administer medication.
- ▶ Once again you cannot take medication from the medication bottle to give to the client. All medications must be premeasured and placed in a specific place with clear directions when and how to assist with the client taking the medication. You simply remind and assist at the appropriate time.

Medication Assistance Procedure

- ▶ Medication assistance is a serious responsibility and if you are assisting with medications it is very important that you follow the following steps each and every time.
- ▶ Know what time medications need to be taken. Family will determine medication times.
- ▶ Schedule your time so that when it is time to assist with medications you and the client are ready.
- ▶ Wash your hands and make sure clients hands have been washed also.
- ▶ Obtain medication prepared by family from the designated area. This area should not be accessible to the client.
- ▶ Read the instructions every time you assist with medication.
- ▶ Assist the client to take the medication, remember some may require more assist than others so make sure you know what needs to be done for each client.
- ▶ Always observe the client swallowing medication. Don't just hand it to them and walk away.
- ▶ Replace empty container in designated area.

- ▶ **Anytime a client does not take their pre-dosed medication as the family has instructed notify the family immediately and then notify your QP. The QP will then follow up with family.**

Assisting clients with swallowing difficulty

- ▶ Have the client bring the head to a neutral position if possible such as elevating the head of the bed or sitting up. Avoid overextending the neck.
- ▶ Have the client take a small sip of water before medication to moisten the throat passage.
- ▶ Have them take tablets one at a time offering water between each one and allowing rest period between tablets.
- ▶ Have them take the medication mixed in applesauce, pudding or Jell-O.
- ▶ IF a client is having difficulty swallowing medication and this is not normal for this person, contact the family immediately. Do not give the medication without family being made aware of the problem. We cannot just crush and give.

Medication Refusal or Concerns

- ▶ You may work with a client that refuses medication. While the client does have the right to refuse, using a few simple approaches can usually help them agree to take the medication.
- ▶ When medication is first offered and they do not want to take it then just wait a few minutes and offer again using a different approach.
- ▶ Offer choices - juice, water, etc.
- ▶ Use the “sandwich technique” give a compliment then offer the medication followed by the benefit of taking the medication.
- ▶ Use the Premack Principle by stating which liked activity will follow after taking medication.
- ▶ This must be done in a positive manner - After you take your medication we will go outside, not - If you don't take your medication we can't go outside.
- ▶ Always present in a positive manner and never as a punishment or in negative context.
- ▶ Expressing concern over medication is not refusing. When concern is expressed the first thing to do is to double check to make sure a mistake has not been made.

- ▶ If you have any questions, please ask your immediate supervisor.
- ▶ If you feel you need to meet with the TPS Nurse, please let your supervisor know and a meeting will be arranged.
- ▶ PLEASE PROCEED TO THE TURNING POINT HOME PAGE TO COMPLETE THE TEST ASSOCIATED WITH THIS TRAINING. THE LINK CAN BE FOUND AT:
- ▶ <http://www.turningpointservicesinc.com/employee-training/>

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