### PURPOSE

To provide guidelines for the safe administration of medications by licensed personnel.

### Policy

Licensed nursing personnel will administer and document only those medications and biologicals which have been ordered by the physician, as a part of the plan of care and have been approved for safe administration and monitoring during a hospice visit.

Licensed practical/vocational nurses will administer oral, subcutaneous, and intramuscular injections. Intravenous medications administration will be per Ohio’s Nurse Practice Act.

Per practice act guidelines, certification and competency demonstrated for IV administration of identified drugs will be documented in the clinician’s personnel file.

Non-licensed personnel may, with instruction, supervise and assist the patient's self-administration of medication. Non-licensed personnel may document assisting the patient in his/her self‑administration of medication.

### PRocEDURE

1. All drugs, biologicals and nutritional therapies are administered in accordance with accepted standards of practice.
2. Drugs and biologicals may be administered by:
   1. A licensed nurse or physician
3. The licensed nurse or physician will wear gloves when coming in contact with the medication and administering the medication to the patient.
4. As part of the assessment process, a drug history will be taken, and a comparison made between the physician's orders and the current medication the patient is taking. Any discrepancies or contradictions will be reported to the physician for resolution.
5. The hospice nurse will provide medication instruction to the patient on a continuing basis. This instruction will include medication administration, route, how medication relates to disease process, contraindications, side effects, and adverse reactions.
6. A current medication list will be available in the home.
7. Licensed nurses will administer medications ordered by the physician that can be safely administered and monitored during a home visit.
   1. For those ordered medications that cannot be safely administered and monitored, the physician will be informed.
   2. Medication administration will occur upon successful completion of the competency skills checklist. This will include identification of precautions and requirements for treatments such as equipment required, assessments for adverse reactions, laboratory results to be reviewed prior to administration, guidelines for physician notification, and infection control practices.
8. Non-licensed personnel will not administer medications. Non-licensed personnel may assist the patient in the self‑administration of medication and complete the corresponding documentation.
9. Nurses who are providing intermittent home care visits will document medications that they administer.
10. Medications will be administered within one hour before or after the prescribed times. Deviance from this time frame will be noted on the medication profile with an explanation made in the clinical notes.
11. Medications refused, held, and/or omitted will be indicated on the medication profile with an explanation made in the clinical notes. The attending physician and/or Hospice Medical Director will be notified.