*The Commonwealth of Massachusetts*



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**Medication Administration Program (MAP)**

**Advisory**

TO: Executive Directors

*Caring Together* Contract Agencies

FROM: Walter Polesky

Director, DMH MAP

Carminda Jimenez

DCF MAP Liason

DATE: January 14, 2014

RE: Protocol for Return of LOA Medication Into DMH/DCF Youth Programs

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1. All medication leaving the youth program for a ‘leave of absence’ (LOA) must be supplied by the pharmacy in tamper resistant packaging, e.g., blister/bubble packs, tamper-resistant cassettes, and should be
   1. labeled in accordance with MAP policy 10-4(1)(a); and,
   2. adhere to MAP policies 11-1, 11-2, and 11-3.
2. The amount of medication permitted to leave a program under this protocol is limited to a seven-day supply.

3. Upon the individual’s return to the program, the original Medication Release Document (MRD) or dated Leave of Absence (LOA) form must be reviewed, regardless of whether or not medication is returned.

* 1. If medication *is* returned, twoMAP Certified staff, one of whom is in a supervisory role, or a Certified staff person and a licensed nurse must
     1. attest as to whether or not there is any evidence of tampering to any medication being returned; and,
     2. perform a reconciliation count, based upon the amount of medication that left the program, to determine if all medication appears to have been administered in accordance with the HCP orders while out of the program. The returned medications are then stored according to MAP policy but are not to be used until they have been inspected and approved for use by the Nurse Monitor.

a. if any discrepancies are found, the Program Director and the program’s Nurse Monitor should be notified immediately for further follow-up

* 1. If medication *is not* returned, two MAP Certified staff, one of whom is in a supervisory role, or a Certified staff person and a licensed nurse must
     1. note whether or not there is any discrepancy between the amount of medication that left the program and that which should have been returned based on the HCP order and the length of the individual’s absence from the program.

a. if any discrepancies are found, the Program Director and the program’s Nurse Monitor should be notified immediately for further follow-up

1. The original Medication Release Document or LOA form must be reviewed and signed by the program’s Nurse Monitor and any returned medications inspected by the Nurse Monitor. The returned medications can then be made available for use.
   1. Following the Nurse Monitor review, the original Medication Release Document or LOA form should be filed in individual’s record.
2. Programs must have in place a LOA policy or protocol, approved by DMH/DCF, that addresses how any discrepancies are addressed administratively and clinically**.**