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ADVISORY

TO: Medication Administration Program Administrators and Registered Sites
FROM: David E. Johnson, Director, Drug Control Program
DATE: December 9, 2021
SUBJECT: Methadone – Storage and Administration of Take-Home Doses

A DPH MAP Registered site may store and have MAP Certified staff administer the individual's ordered Methadone Take-Home medication providing:

1. The Methadone Treatment Center/Opioid Treatment Program (OTP) has supplied the site with a signed and dated Health Care Provider (HCP) Order for the Methadone.
 - a. All HCP Orders must include the 'Five Rights' of Medication Administration (i.e., Individual's Name, Medication, Dose, Time, and Route).
 - b. The HCP Order should include the 'Duration' (number of days) the Methadone is to be administered at the DPH MAP Registered site.
 - c. The HCP Order should include Emergency Contact Information regarding the prescribed Methadone.
2. Methadone Take-Home medication labels do not contain each of the 'Five Rights'. Therefore, to ensure safe medication administration, only Certified staff who have successfully completed a Specialized Methadone Administration Training Program (see below) may administer OTP dispensed Methadone.
 - a. The Take-Home Methadone medication is pre-packaged in individual doses. The label on each dose contains only three of the 'Five Rights' - the individual's name, Medication, and Dose. MAP Policies and Trainings do not instruct Certified staff how to administer a medication without complete pharmacy or HCP label information, therefore MAP Registered sites that require Certified staff to prepare and administer Methadone using OTP labeled Methadone must ensure that:
 - i. There is a Service Provider Policy for the administration of OTP Labeled Methadone; and the Service Provider Policy must ensure at a minimum:
 1. Certified staff, including relief staff, administering the OTP labeled Methadone are trained in the administrative procedures to be followed when there is a medical emergency related to the administration of Methadone;

2. Certified staff are trained in the administration of OTP labeled Methadone (i.e., *OTP Labeled Methadone Training*).
 3. *OTP Labeled Methadone Training* for Certified staff should be conducted by a Health Care Provider, Licensed Nurse (i.e., Registered Nurse or Licensed Practical Nurse), or Pharmacist.
 4. Each Training must include, but is not limited to:
 - a. A review of the HCP Order;
 - b. How to read an OTP Methadone label;
 - c. How to compare the five (5) rights between the HCP Order and the OTP Methadone label (Certified staff must refer to the HCP order for the Time and Route);
 - d. How to compare the five (5) rights between the OTP Methadone label and the Medication Administration Record (MAR) (Certified staff must refer to the HCP order and the MAR for the Time and Route).
- b. Documentation of the OTP Labeled Methadone Training must be maintained at the MAP Registered site and include at a minimum:
- i. Name and contact information of the Trainer(s);
 - ii. Date of the training and name(s) of staff trained (e.g., attendance list); and
 - iii. A complete set of training materials used to train staff.
3. The Methadone medication must be received directly from the OTP employee and directly to the MAP Certified/licensed staff.
- a. The Methadone medication must be supplied in tamper-resistant packaging (i.e., packaged in such a way that prevents the contents from being altered).
 - b. A Medication Transfer Document should be generated.
 - i. The Medication Transfer Document must be signed and dated by the OTP employee and the MAP Certified/licensed staff.
 - c. Upon arrival to the DPH MAP Registered site, the Methadone must be logged into the site's Countable Controlled Substance Book by the MAP Certified/licensed staff.