

Agency	Medication Administration	Oversight of Medication Administration
Boys Town	<ul style="list-style-type: none"> <li>The administration of prescription medications is documented on the Prescription Medication Log; administration of over-the counter (OTC) medication is documented in the OTC Medication Log. Written and Printed Instructions are kept in youth's individual file and youth are educated on the medication (side effects/ reasons).</li> <li>All medications are properly labeled and accompanied by instructions that cover dosage, frequency, route and reason.</li> <li>All medications are double locked.</li> <li>Only trained staff can administer the medication to the youth. Youth and staff sign Medication Logs after each administration.</li> </ul>	<ul style="list-style-type: none"> <li>Weekly Medication Log audits are conducted by the Residential Consultant/Supervisor to ensure that medication is administered accurately.</li> <li>Supervisors, Program Operations &amp; Quality Assurance/Compliance Officer complete monthly and quarterly audits on youth medication log and files are completed.</li> </ul>
Children's Village	<ul style="list-style-type: none"> <li>Medical Center staff (RNs/Medical Counselors) carry out medication administration.</li> <li>Medical staff go to programs and/or youth are brought to Medical Center to receive medication as needed.</li> </ul>	<ul style="list-style-type: none"> <li>The Director of Medical Services oversees medication monitoring and distribution for all youth.</li> <li>The Director of Nursing conducts, spot checks and audits of the medication administration process.</li> </ul>
Episcopal Social Services	<ul style="list-style-type: none"> <li>Medication Administration Record Sheets (MARS) are used to record daily administration of medications and any medication-related incidents</li> <li>Medication errors are immediately reported according to program's verbal reporting protocols as warranted and via agency Incident Report.</li> </ul>	<ul style="list-style-type: none"> <li>Program staff submit MARS to the Health Services Clinic Manager for weekly review by Health Services staff.</li> <li>The Director of Health Services, a medical doctor, oversees medication administration.</li> </ul>
Good Shepherd Services	<ul style="list-style-type: none"> <li>Medication records are maintained for each youth receiving any type of medication.</li> <li>Direct care staff, supervisors and nurses administer medication.</li> <li>All medication is kept in locked storage areas that are well lit providing for the safety of the youth and the employee.</li> </ul>	<ul style="list-style-type: none"> <li>All residents on prescription medications are monitored by physicians or nurse practitioners.</li> </ul>

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Jewish Child Care Association	<ul style="list-style-type: none"> <li>• Staff bring youth to the health center and a nurse distributes medication.</li> <li>• All medication is stored in a labeled container with the name of the medication, the dosage, and the expiration date.</li> </ul>	<ul style="list-style-type: none"> <li>• Nurses review MARs daily and Medical Doctors review on a case-by-case basis.</li> <li>• An MD review of the MAR is triggered if there is a change in child's behavior as reported at weekly briefing or contact with Milieu staff.</li> </ul>
Leake and Watts	<ul style="list-style-type: none"> <li>• Youth are escorted to the identified medication area as per their program, at appropriate times and medication is administered by nursing staff following approved and appropriate procedures and current standards of care for nursing.</li> <li>• A Monthly Medication Administration Record is maintained for each person served and each dose is marked as taken or not taken in the MAR.</li> <li>• All medications are maintained and secured in locked cabinets and if applicable, temperature controlled.</li> </ul>	<ul style="list-style-type: none"> <li>• The Medication Administration Record is reviewed on a monthly basis by the Medical Director and by the Quality Improvement Department during their internal audit.</li> <li>• All medical audit findings are reviewed by Board of Directors during Program Quality Committee meetings.</li> </ul>
Martin de Porres	<ul style="list-style-type: none"> <li>• A registered nurse develops documentation of the prescription.</li> <li>• A child-care staff member who has been specially trained, stores medication in a double locked cabinet, once delivered in individual dose bubble packs.</li> </ul>	<ul style="list-style-type: none"> <li>• A Registered Nurse oversees distribution of medication, audits the medication disbursed or refused, and makes sure administration of medication is appropriately recorded, and that refused medication is also recorded.</li> </ul>

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New York Foundling	<ul style="list-style-type: none"> <li>• Registered nurse, who is on site, oversees medication administration process.</li> <li>• All medication is delivered in individual unit dose bubble packs with a preprinted Medication Administration Record (MAR) form, which is signed by childcare staff that observes child take prescribed medication.</li> <li>• Childcare staff supervise the self-administration of prescription and OTC medications.</li> <li>• All medication is stored in a locked metal medication cabinet in the medical room that only staff have access to.</li> </ul>	<ul style="list-style-type: none"> <li>• Child care supervisor provides general oversight.</li> <li>• Registered nurse does at least weekly reviews of medication boxes and reviews all documentation of medication administered by child care staff.</li> <li>• CQI (quality assurance unit) also does periodic reviews of medication administration process.</li> <li>• The CQI department puts together a report on their findings. They make recommendations for practice improvement. If the issues uncovered are significant, they will request a corrective action with monthly follow-up.</li> </ul>
SCO	<ul style="list-style-type: none"> <li>• Medications are administered by trained Youth Specialists under the direction of a physician.</li> <li>• All medication is stored in a double-locked cabinet in the staff office in the home, in accordance with OCFS policies.</li> </ul>	<ul style="list-style-type: none"> <li>• On a weekly basis, nursing staff check MAR (Medication Administration Record) sheets for accuracy and appropriate medication administration.</li> <li>• Nursing staff gather information to forward to prescribing psychiatrists for monthly medication reviews.</li> <li>• A random selection of medical records is reviewed by Medical Quality Improvement staff and by Medical supervisory staff.</li> </ul>

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St. Johns Residence for Boys	<ul style="list-style-type: none"> <li>• Nurses administer all medication Monday through Friday.</li> <li>• They package and label after-hours medication and it is administered by the administrator on duty.</li> </ul>	<ul style="list-style-type: none"> <li>• The Head Nurse oversees medication administration.</li> </ul>
St. Vincent's Services	<ul style="list-style-type: none"> <li>• A medication log is used to record medication administration as well as to provide pertinent information about medications (e.g. side effects, use).</li> <li>• Trained direct care and supervisory staff administer medication to youth.</li> <li>• Medication is stored in a locked cabinet, with controlled substances behind a double lock.</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly at a minimum a registered nurse reconciles medication logs.</li> </ul>

**NOTE: All providers are required to train staff on Medication Administration.**