

Policy and Procedure Concerning Plans for Developing Adaptive Behaviors

Appendix B

The Use of Psychotropic Medication

Psychotropic medication will be defined as any medication prescribed for behavior modification, mental illness and/or depression. The use of psychotropic medication must adhere to the following guidelines:

Least Restrictive Alternatives

Before a psychotropic medication is prescribed for an individual served, the IPP team must address less restrictive alternatives. The IPP team must look at issues or alternatives such as physical/medical concerns, environmental issues, or programs using less restrictive interventions. The IPP team must document that less restrictive alternatives have been unsuccessful.

Documentation

The agency's employees must provide the physician with documented reports of staff observations regarding the behavior for which the medication will be prescribed to reduce.

The agency must have a physician's written order before administering a new psychotropic medication. The agency can receive a verbal order adjusting an existing psychotropic medication with a follow-up written order by the physician.

Medication Review

Once a new psychotropic medication has been prescribed, the agency must contact the individual and the legal representative (if applicable), and document the day and who contacted the individual and the guardian for consent to the use of the medication (see *Med 21 - Behavior Modifying Medication Orders Notification to Human and Legal Rights Committee Form*). The IPP team must be contacted and give approval for the use, if this has not already been done. This must be done prior to the first administration of the medication.

The IPP team will review the psychotropic medication and document the following in the IPP:

- The name of the medication and the dosage and frequency;
- The reason for the medication;
- The potential side effects of the medication and
- The rationale for continued use of the medication.

The individual served and his/her legal representative will sign the IPP to consent to the use of the psychotropic medication. The local area program will send/fax a copy of the doctor's order for any newly prescribed psychotropic medication to the Human and Legal Rights Committee the day it is received along with the completed Med 21 Behavior Modifying Medication Orders Notification to Human and Legal Rights Committee Form. (See *Medication Procedure Manual* for instructions for completion).

The Human and Legal Rights Committee will review the use of the medication and its potential side effects (refer to the *Policy & Procedure Concerning the Human and Legal Rights Committee*).

Psychotropic medication prescribed for people who meet the following four criterion will not be reviewed by the Human and Legal Rights Committee:

- The person does not live in an agency-operated setting
- The agency does not provide medical support
- The agency does not assist in the administration of medication, and
- The symptoms/behaviors for which the medication is prescribed are not seen while the agency is providing support

The medication must be reviewed by the physician at least every six months or at any time the medication interferes with an individual's ability to take part in habilitation and daily life.

NOTE: *A program or intervention plan must be in place at all times while an individual is taking psychotropic medication.*

Increases in Psychotropic Medication

When an increase in psychotropic medication occurs, the IPP team must review the reason for the increase in conjunction with the support program or intervention plan. Changes in the support program or intervention plan may or may not occur as long as they continue to provide appropriate support for the person. If the increase in medication was not previously approved, it will need to be submitted to the Human and Legal Rights Committee for review.

Medication for Medical Procedures

Medication may be used to facilitate treatment of an individual during a necessary medical or dental procedure. The medication must be ordered by a physician or dentist. The IPP team must review the use of the medication and document that the procedure could not be administered with the use of less restrictive techniques.

Medication may also be used to promote healing after medical treatment/injury or for certain on-going medical conditions. The IPP team must document:

- The medical condition or injury;
- That the use of medication is justified for the specific medical reasons;
- That a physician ordered the medication, which is time-limited, monitored, and re-evaluated at regular intervals.

This information needs to be submitted to the Human and Legal Rights Committee, even if it's after the fact.

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