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| **[Title](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Enter%20a%20Title%20that%20is%20reflective%20of%20the%20content%20of%20the%20policy):** | **Self-Administration of Medications** |  |
| **[Manual](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Drop%20down%20list.%20Categorizes%20policies%20into%20groups.%20Depends%20on%20content%20of%20the%20policy.%20Choose%20from%20list.):** | Clinical |  |
| **[Section](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Drop%20down%20list.%20Groups%20policies%20within%20Manuals.%20For%20Clinical%20policies%20that%20are%20hospital-wide%20-%20Use%20INTERDISCIPLINARY.):** | Interdisciplinary |  |
| **[Approval Body](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Committee%20with%20authority%20to%20approve%20final%20version%20of%20policy.%20Depends%20on%20policy%20content.%20Enter%20the%20name%20of%20the%20Final%20Approval%20committee):** | Medical Advisory Committee |  |
| **[Original Effective Date](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Enter%20date%20the%20original%20version%20of%20this%20policy%20was%20issued.%20%20This%20date%2C%20once%20entered%20does%20not%20change):** *(mm/dd/yyyy)* | May/2018 | **[Reviewed Date](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Policies%20are%20to%20be%20reviewed%20annually%20by%20Owners.%20%20List%20all%20dates%20with%20the%20most%20current%20last.%20A%20review%20may%20or%20may%20not%20lead%20to%20policy%20revisions.):***(mm/dd/yyyy)* | July/2020 |
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| **[Revised Date:](%5C%5C%5C%5Cychs2kdata%5C%5Cdeptshare%5C%5CQSR%5C%5CPOLICY%20DEVELOPMENT%5C%5CPolicy%20Development%20-%20MH%5C%5CTemplates%20-%20New%5C%5CProposed%20New%20Policy%20Template%20v4.docx%22%20%5Co%20%22Policies%20are%20to%20undergo%20a%20formal%20revision%20evedry%203%20years.%20Enter%20date%20the%20policy%20received%20approval%20subsequent%20to%20a%20formal%20revision%20of%20the%20policy%20already%20in%20effect.%20List%20all%20dates%20with%20the%20most%20current%20last.)** *(month/yyyy)* |  | **[Next Revision Date](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Enter%20the%20date%20of%20future%20formal%20revision.%203%20years%20from%20the%20Original%20or%20last%20Reviewed/Revised%20date%20%28whichever%20is%20most%20recent%29):** *(month/yyyy)* | October/2022 |
|  |  |
| **[Cross References](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Other%20policies%20that%20may%20be%20impacted%20by%20this%20policy%20or%20may%20contain%20links%20to%20this%20policy):** | Patient’s Own Medications policy, Medication Administration policy, Smoke Free Workplace policy, Medical Cannabis, Formulary System |
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| **[Key Words](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Single%20words%20or%20phrases%2C%20separated%20by%20commas%2C%20that%20can%20be%20used%20when%20searching%20for%20this%20policy):** | Self-administration, patient’s own medications, complementary medicine |
|  |
| **[Developed by](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Enter%20the%20name%20and%20title%20of%20Policy%20Lead%20responsible%20for%20creating%20and/or%20revising%20policy):***(Title)* | **Pharmacy Manager** | [**Owner**](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx)**:** *(Title)* | **Operations Director, Clinical Support Services** |

[**POLICY**](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx)**:**

This policy sets requirements and parameters to allow patient self-administration of prescribed medications under specified conditions.

**[DEFINITION](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Define%20terms%20that%20may%20not%20be%20easily%20understood%20%28e.g.%20by%20new%20staff%29%20or%20may%20have%20an%20unclear%20or%20ambiguous%20meaning.Do%20not%20include%20acronyms%20here.%20Acronyms%20may%20be%20included%20in%20the%20policy%20providing%20they%20are%20written%20out%20in%20full%20with%20abbreviation%20in%20brackets.%20)(S):**

**Capacity:** A patient’s mental ability to make a particular health-related decision. A person is capable of making a particular decision if the individual is both:

1. able to understand the information that is relevant to making that decision; and
2. able to appreciate the reasonably foreseeable consequences of that decision or lack of decision.

**Complementary alternative therapeutics:** includes wellness therapies that are typically not part of conventional Western medicine. These therapies can be used along with or in place of conventional medicine. They are not assigned a Drug Identification Number or Natural Product Number by Health Canada.

**Self-administration**: the process of an inpatient or substitute decision maker (SDM) administering Medications or complementary alternative therapeutics to self while in hospital.

**[PROCEDURE](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Clearly%20details%20what%20actions%20need%20to%20be%20taken%20to%20achieve%20the%20policy.%20When%20action%20order%20is%20important%2C%20procedures%20should%20be%20numbered.%20Equipment%20should%20not%20be%20listed%20but%20included%20in%20the%20procedure.%20):**

**Prescribing**

1. The most responsible provider (MRP) must approve self-administration of any medication or complementary alternative therapeutics by a patient or substitute decision maker, during hospital admission.
2. If possible, self-administration should be given primary consideration for medical cannabis and complementary alternative therapeutics.
3. For appropriately selected patients, self-administration of medications may be used as a tool to enhance knowledge about medication therapy, improve patient compliance and promote self-care and independence during hospital admission.
4. Self-administration of medications MAY be considered for patients:
	1. Demonstrating capacity and ability to self-administer medications during their hospital stay and;
	2. Willing to cooperate and assume responsibility for self-administration of medications and;
	3. whose medication regimen is stabilized and self-administration may be beneficial to support future compliance in the home setting (excludes narcotics and controlled substances, IV and IM injectable drugs).
5. The discussion with the patient will be documented by the MRP in the patient’s electronic medical record.
6. Ongoing assessment of the clinical appropriateness of self-administration, of either medications or complementary alternative therapeutics, throughout the hospital admission is the responsibility of the MRP. Other members of the health care team who identify the need for reassessment must inform the MRP.

**Patient Instruction**

1. Patients must be instructed at the time of admission that self-administration of medications or complementary alternative therapeutics requires MRP approval so that Mackenzie Health staff are aware of all medical interventions during a patient’s hospitalization.
2. The nurse and pharmacist will collaborate to provide instruction to the patient about appropriate administration of medications and storage of medications or complementary alternative therapeutics.

**Storage and Documentation**

1. Medications to be self-administered will be:
	* Stored in the patient-bin of the workstation on wheels (WOW) or the automated dispensing cabinet, as per the medication administration and patient’s own medications policies, unless ordered to be stored at bedside (see below).
	* Documented by a provider as a medication order authorized for self-administration in the EMR.
	* Documented by the nurse in the electronic MAR as “given by other” with a comment explaining who administered the dose.

**Storage at the bedside**

* + Medications (DIN or NPN products) with a low risk threshold (e.g. some over-the-counter medications, eyedrops, creams) and high frequency of use MAY be stored at the patient’s bedside to support a therapeutic rationale, in consultation with the pharmacist.
	+ Administration instructions must be added to the order indicating that the “medication is stored at patient bedside” so that this is noted on the MAR.
	+ Patients must be educated about their responsibility to ensure other patients or visitors cannot access these medications. The health care professional providing this instruction must provide documentation in the patient chart.
	+ Storage at the bedside will not be allowed in the mental health or pediatric patient care areas.

**[REFERENCES](http://mhs12spapp01:9090/sites/datacenter/Pages/Policy-and-Procedures.aspx%22%20%5Co%20%22Check%20to%20ensure%20reference%20is%20current.%20Must%20list%20the%20author%2C%20year%20of%20publication%2C%20title%20and%20publishing%20information.%20Example%20style%20source%3A%20Publication%20Manual%20of%20the%20American%20Psychological%20Association.%20May%20include%20Clinical%20Practice%20Guidelines.):**

1. Accreditation Canada. (2019). *Medication Management Standards.* Canada