



# CERTIFIED

FAMILY HOME PROGRAM

CERTIFIED FAMILY HOMES  
BASIC MEDICATION AWARENESS  
AND INFECTION CONTROL  
STUDENT STUDY GUIDE



CFH Provider/Substitute Caregiver:

This course satisfies the requirements of IDAPA 16.03.19.400.05. By accepting the delegated responsibility for assisting a resident with medications, you are acknowledging that you are willing and capable of providing assistance as outlined in this course. You also accept responsibility for your actions or failure to act.

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# Introduction

## Purpose:

The purpose of this course is to educate Certified Family Home (CFH) providers and substitute caregivers regarding medication safety and infection control.

**If a resident's needs exceed the curriculum in this training, the CFH provider/substitute caregiver may be required to complete and pass the "Assistance with Medication Course" available through the Idaho Career & Technical Education Program.**

Successful completion of this course will consist of participation in skills and written tests with a passing rate of 80% or greater.

This course satisfies the requirements of **IDAPA 16.03.19.400.05**: *"Each staff assisting with resident medications will have successfully completed a medication training under Section 100 of these rules."* That section states under IDAPA 16.03.19.100.03.e: *"Unless a licensed practical nurse, registered nurse, physician's assistant, or medical doctor, completion of a Department-approved medications course through an Idaho technical college."*

## Department Disclaimer:

By accepting the delegated responsibility for assisting a resident with medications, the CFH provider/substitute caregiver is acknowledging that he is willing and capable to provide the skill required. The CFH provider/substitute caregiver is also accepting responsibility for his actions or failure to act.

# Unit 1 - Basic Understanding of Medications

## Assistance with Medications:

Assistance with medications may include:

- Breaking or crushing a \_\_\_\_\_ tablet. (Check with the health care professional before crushing medication).
- \_\_\_\_\_ eye, ear or nose drops.
- Giving medication through a pre-mixed \_\_\_\_\_, \_\_\_\_\_ or \_\_\_\_\_ (not nasogastric) tube **(with written delegation from a licensed nurse, MD or PA)**.
- Assisting with \_\_\_\_\_ or topical medications.
- Insertion of \_\_\_\_\_.

## Requirements:

A Certified Family Home provider must:

- Report to the appropriate health care professional when a medication \_\_\_\_\_ taken.
- Understand the proper \_\_\_\_\_ and \_\_\_\_\_ effects of prescribed and over-the-counter medications.
- Know which medication containers are \_\_\_\_\_.
- Use proper \_\_\_\_\_ devices.
- Keep accurate \_\_\_\_\_ regarding medications. Examples are:
  - Inventory of narcotics.
  - Record of medications taken including \_\_\_\_\_, time and \_\_\_\_\_.
- Know what to report and document. Examples are:
  - Any medication dosages not \_\_\_\_\_.
  - Adverse side effects.
  - A \_\_\_\_\_ in the client's ability to self-administer medications.

**Limitations:**

A Certified Family Home provider who is not a licensed health care professional cannot:

- Prepare or give \_\_\_\_\_
- Adjust or stop medication dosage without \_\_\_\_\_ directions to do so by the resident's health care professional.
- Start, stop, or adjust any \_\_\_\_\_ therapy.

**Self-Administration:**

If a client can self-administer medication, they must have a form filled out by their health care professional allowing them to take their own medications and keep them in their rooms. In the case of controlled substances, CFH providers will provide clients a lock box and key to keep the medication in their room or refrigerator (if required).

# Unit 2 - Storing and Caring for Medications

## Medication Packaging:

Keep the original \_\_\_\_\_, until all medications it contained are used or disposed. If a pharmacist or licensed nurse \_\_\_\_\_ a Mediset (a daily plastic dispenser, also known as a pill box) OR a blister pack (pills \_\_\_\_\_ packaged on a sealed card), retain the label listing the names of the medications, dosages, times to be taken, routes of administration, and any special instructions until all medications it contained are used or disposed.



Original  
Prescription  
Bottles

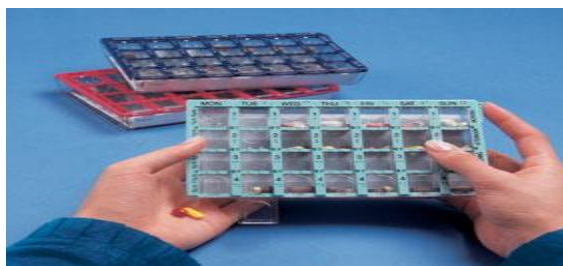
**\*IDAPA 16.03.19.402. ASSISTANCE WITH MEDICATIONS.** The provider must offer assistance with medications to residents who need assistance. Prior to staff assisting residents with medication, the provider must ensure the following conditions are in place:

3. **Containers.** The medication is in the original pharmacy–dispensed container with its proper label and directions or in an original over-the-counter container or in a Mediset, blister pack, or similar organizational system. When a Mediset, blister pack, or similar system is used, staff will comply with the following:
  - a. The system contains easily identifiable dates and times for medication dispensing.
  - b. The system is filled according to the schedule ordered by the resident’s healthcare professional for each medication.
  - c. Unless filled by a pharmacy or a licensed nurse, the system is filled not more than seven (7) days prior to the scheduled medication dispensing date.
  - d. Staff only dispense the specific medication scheduled for dispensing and assist within twenty (20) minutes before or after the specified time.
  - e. The original medication container with its proper label is maintained in the home until the medication it contained is completely used or refused by the resident.
  - f. Any medication scheduled for dispensing that the resident refuses or that is otherwise missed is immediately removed from the system and disposed of at the earliest opportunity under Subsection 402.07 of this rule.

Blister Pack



Mediset



## Safe Storage

- Medications **MUST** be stored safely at all times!
- All medications must be stored \_\_\_\_\_ for each individual in the home.
- All medications must be stored in a safe place away from \_\_\_\_\_, teens and visitors.
- If the medication is a controlled substance and/or a member of the household has drug-seeking behavior, medications must be \_\_\_\_\_ in a container or cabinet. If the resident self-administers meds, CFH is to provide the resident their own lock box and key for storage of the controlled substance.
- ALWAYS read the “\_\_\_\_\_” on each medication for specific storage instructions.

## Chemical Compounds:

Medications are \_\_\_\_\_ compounds; their composition and strength can be affected by the way they are stored.

- Store medications in a \_\_\_\_\_, dry place. Avoid too much light.
- Avoid storing medications in bathrooms because of the steam created in the bathroom.
- Avoid medication exposure to extreme cold or hot temperatures unless medication is required to be refrigerated. Designate a \_\_\_\_\_ area in the refrigerator as a medication area.

## Cautions:

Certified Family Home providers/substitute caregivers should **NEVER** do the following:

- Combine \_\_\_\_\_ medications into one bottle.
- Store or combine \_\_\_\_\_ medications in a plastic bag.
- Put an \_\_\_\_\_ pill back into a bottle. Any pill or capsule that is not recognizable can be taken into the pharmacy for identification.

## Inventories of Controlled Medications:

If the CFH provider is assisting with opioid pain relievers (e.g., Oxycodone, Hydrocodone, Morphine, Fentanyl, etc.), the meds must be inventoried at least every \_\_\_\_\_. A record of the inventory should be kept with the resident’s medication records. If a discrepancy is found between the expected amount on-hand and the actual amount on-hand, the provider must investigate the cause and keep a summary report of the investigation on file in the resident's records.



# Unit 3 - Prescriptions and Pharmacy

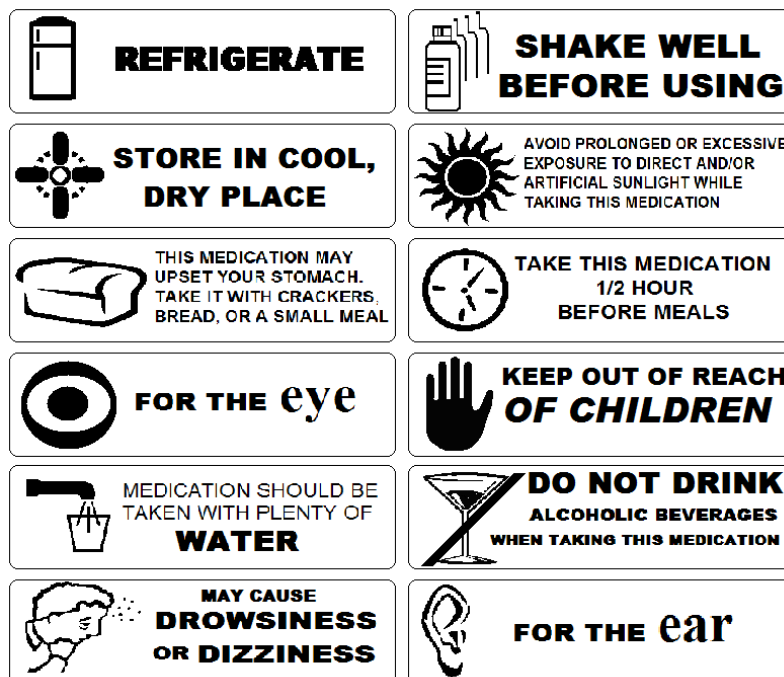
## General Information:

A Prescription Medication is ordered by a health care professional.

- Once a medication is prescribed, it is the CFH provider's responsibility to make sure the medication is \_\_\_\_\_ from the pharmacy.
- A prescription medication is ordered by the health care professional to treat symptoms, diseases, or medical conditions.
- The prescription medication is to be taken **ONLY** by the \_\_\_\_\_ for whom it was prescribed.
- Utilizing a prescription medication for anyone other than for whom it was prescribed is at best negligence, *and in some cases, could be* \_\_\_\_\_ *depending upon the medication involved*.
- **BE ALERT** to medication names that are \_\_\_\_\_. Make certain the right medication is being taken.

## Warning Labels:

WARNING LABELS will be on medications that require special instructions.



Important information on a medication label:

1. \_\_\_\_\_ name.
2. Health care professional's name.
3. \_\_\_\_\_ filled.
4. \_\_\_\_\_ date.
5. Number of \_\_\_\_\_.
6. Names of the medication – Most have two: the \_\_\_\_\_ name and the \_\_\_\_\_ name.
7. \_\_\_\_\_ of medication.
8. \_\_\_\_\_ for use and how often to take the medication.
9. Any precautions.
10. \_\_\_\_\_ information.
11. Pharmacy \_\_\_\_\_ information.

**This is the prescription number.**

**This is the date of the original prescription**

**This is the expiration date of the prescription and how many more times it can be refilled.**

**This is the expiration date of the drug within this container.**

**Medication Information Sheets:** All medications come with information sheets. **ALWAYS KEEP** these sheets in your resident's records. The following important information is found within the medication information sheets.

1. \_\_\_\_\_ of the medication
2. Expected \_\_\_\_\_ of medication
3. Possible \_\_\_\_\_ effects
4. Adverse reactions
5. What to do if a dose is \_\_\_\_\_
6. What to do in case of an \_\_\_\_\_

### Filling New Medications:

- When a **new medication** is prescribed, it is **extremely important** that the medication is \_\_\_\_\_ **immediately** or as soon as reasonably possible.
- Written prescriptions must be kept in a \_\_\_\_\_ place until given to your pharmacist.
- It is best to use the \_\_\_\_\_ for filling all prescriptions for a resident. The resident must be allowed to choose the pharmacy.
  - **Utilizing the same pharmacy** makes it easy for the PHARMACIST to identify medications that are not recommended for use together.
- The pharmacist has an individual \_\_\_\_\_ profile to review for drug interactions.
- If you need to fill a **MEDICATION PRESCRIPTION after hours** and your normal pharmacy is not open, you may need to use a 24-hour pharmacy.

### Ten Key Questions:

**Ask the pharmacist** these questions when leaving with a new prescription:

1. Prescription medications have two (2) commonly used names; what are the \_\_\_\_\_ and \_\_\_\_\_ names for the medication?
2. What is the medication being \_\_\_\_\_ for?
3. How much is \_\_\_\_\_ and how often?
4. What do I do if a dose is \_\_\_\_\_?
5. How \_\_\_\_\_ will the medication need to be taken?
6. What \_\_\_\_\_ effects could occur?
7. What do I do if side effects \_\_\_\_\_?
8. Does this medication interfere with other medications? Can certain \_\_\_\_\_ interfere with this medication?
9. Does this medication \_\_\_\_\_ any other medication currently being taken?
10. \_\_\_\_\_ and how should the medication be stored?

## Refilling Existing Medication Orders:

Do not run out of daily prescription medication. Medications must not be stopped when ordered to be taken on a daily basis.

- \_\_\_\_\_ time to contact the resident's healthcare professional, pharmacy and/or authorization agencies. [OBJ]
- When a daily prescription medication needs to be refilled, several issues must be considered:
  - Did the healthcare professional write the prescription for refills?
  - Are refills available at the pharmacy? Does the healthcare professional need to be contacted to re-order the medication?
  - Does the medication require prior authorization from the insurance company or Medicaid?
- Occasionally, physicians will want to see the resident in their office prior to refilling medications.
- When there are \_\_\_\_\_ of medication remaining, contact the healthcare professional or pharmacy for a refill of the prescription medication.

## Over-the-Counter Medications:

A non-prescription medication is medication purchased “over-the-counter” (\_\_\_\_) or off the shelf. Non-prescription medications \_\_\_\_\_ require a special written prescription by the health care professional. However, they do require a \_\_\_\_\_ order.

What to know about non-prescription medications:

- Utilizing non-prescription or “OTC” (over-the-counter) medications may make other conditions worse or \_\_\_\_\_ unwanted side effects.
- When non-prescription/over-the-counter medications are intended to be used by a resident, providers must \_\_\_\_\_ **with the resident’s healthcare professional or pharmacist for written approval before the OTC medication is used.**
- \_\_\_\_\_ instructions on NON-Prescription or OTC Medications. Due to the high risk of drug interaction when using OTC medications, special care must be taken with their use.
- Directions for the use of OTC medication and dosage are printed on the medication labels.
- Pay special attention to the \_\_\_\_\_ associated with these types of medications.
- You must dispose of all \_\_\_\_\_ medication (including OTC medication) within 30 days. Expired medication may lose its strength and chemical stability. If chemically altered, a medication could have an unintended impact, which could lead to serious health problems.
- When assisting with OTC medications, it is REQUIRED that you \_\_\_\_\_ these medications on your Medication Assistance Record (MAR).
- When a PRN medication is used, log it on the MAR and write an entry on the Minor Incident Log describing the resident’s condition that warranted use of the PRN medication. Also, check back in 20 minutes whether or not the med was effective and note response on form.
- The supervising healthcare professional needs to be aware of \_\_\_\_\_ medications taken by your resident.

# Unit 4 – Overseeing Medications

## Six Rights of Medication Oversight:

When overseeing medications for a resident, it is MANDATORY to follow the SIX RIGHTS of medication oversight:

1. The **RIGHT** \_\_\_\_\_ is being given.
2. Medication is being given by the **RIGHT** \_\_\_\_\_.
3. The **RIGHT** \_\_\_\_\_ of the medication is being taken.
4. The medication is being taken at the **RIGHT** \_\_\_\_\_.
5. The medication is being given to the **RIGHT** \_\_\_\_\_.
6. The **RIGHT** \_\_\_\_\_ was completed to show the date and time the medication was taken by the resident.

To follow these Six Rights, the resident must be observed taking or refusing the medication. Then immediately update the Medication Assistance Record.

**DO NOT**, under any circumstances, give medications to a resident to take later who has not been approved by a healthcare professional to self-administer medications (see IDAPA 16.03.19.401).

## Medications of Newly Admitted Residents:

When accepting a resident, document all medications coming into your home.

- Do not allow any \_\_\_\_\_ medications into your home.
- Do not allow any medications not currently \_\_\_\_\_ into your home. If the resident refuses to dispose of it (their right) notify the healthcare professional.

## The Importance of Measuring:

- Never guess when measuring medication dose. Use an \_\_\_\_\_ measuring device.
- Household measuring devices are not always accurate.
- If a liquid medication comes with a measuring cup, use only the cup that came with the medication.
- Purchase a special oral \_\_\_\_\_ or measuring \_\_\_\_\_ for accurate measuring of liquids.

## RECOGNIZING GOOD RESPONSES

Know how to recognize "positive" medication responses.

- When a resident starts a new medication, it is the provider's responsibility to watch the resident for the intended \_\_\_\_\_.
- To recognize the desired response, the provider must understand the \_\_\_\_\_ of the prescription.
  - This information is found on the information sheets given when prescriptions are filled.

### Recognizing Bad Responses:

Know how to recognize "negative" medication responses.

- When a new medication is started, watch the resident for \_\_\_\_\_(negative) responses.

If an adverse response occurs, you **must** contact the resident's healthcare professional and document the incident.

**When do Allergic Reactions/Side Effects appear?** Allergic reactions may have many symptoms that may appear immediately or not until several days/weeks or even months/years have passed.

**REMEMBER:** \_\_\_\_\_ medication can have an adverse or unexpected effect **anytime**.

### Recognizing Medication Allergies/Unfavorable Responses:

Any known \_\_\_\_\_ to medications should be WRITTEN on the resident's medication record keeping sheets and always reported to the doctor and pharmacist.

Symptoms/Responses	Drug Allergy may include:	Unfavorable Drug Response may include:
Mild to Moderate in Nature	<ul style="list-style-type: none"><li>• Rash</li><li>• Itching</li><li>• Hives</li></ul>	<ul style="list-style-type: none"><li>• Nausea</li><li>• Vomiting</li><li>• Diarrhea</li><li>• Muscle aches</li><li>• Headache</li><li>• Tired</li><li>• Drowsy</li><li>• Unable to sleep</li></ul>
Severe to Emergency care required	<ul style="list-style-type: none"><li>• Facial swelling</li><li>• Difficulty breathing to rapid closing of the windpipe</li><li>• Dizziness</li><li>• Faintness</li><li>• Irregular heart beat</li></ul>	<ul style="list-style-type: none"><li>• Abnormal bleeding</li><li>• Kidney problems</li><li>• Liver damage</li><li>• Confusion</li></ul>

**Anaphylaxis/Anaphylactic Shock:** This is a severe allergic reaction causing swelling and breathing difficulties. This can lead to death if emergency treatment is not available.

**Call 9-1-1 if you suspect an anaphylactic reaction.** Provide CPR as needed until the emergency medical personnel arrive. Have the name of the medications and the dose taken ready for the emergency medical personnel.

**Alcohol and Illicit Drug Use:** There are risks with using alcohol and/or illicit drugs while taking medications.

- There are MAJOR \_\_\_\_\_ associated with drinking alcoholic beverages or taking illicit drugs while using prescribed and over-the-counter medications. \_\_\_\_\_ to the medical professional and \_\_\_\_\_ any illicit drug and/or alcohol use by the resident.

**Vitamin, Herbs and Homes Remedies:**

There are risks with using vitamins, herbs, and home remedies.

- Vitamins, herbs, and home remedies may \_\_\_\_\_ or decrease medication effects.
- The healthcare professional must be \_\_\_\_\_ of vitamins, herbs, and home remedy use.
- Vitamins, herbs, and home remedies must be written and documented on the medication log sheets and have a form signed by the resident's healthcare professional that their use is \_\_\_\_\_.

**When to Contact the healthcare professional:**

Call the resident's health care professional for the following concerns:

- \_\_\_\_\_ to take medications.
- Missed medications.
- Resident \_\_\_\_\_ medication within 20 minutes of taking.
- Resident is nauseated, vomiting, or having diarrhea.
- Resident has pills or coated tablets in stool/feces/bowel movements.
- Resident shows changes in \_\_\_\_\_ status—confusion or stupor.
- Any other concerns/problems noticed.



**Disposal of Medications:** Expired or unused medications may not be stored in your CFH for longer than 30 days,\*unless it is ordered by your healthcare professional that the resident may need to resume this medication later.

- The disposal of medications needs to be \_\_\_\_\_ and witnessed by a credible witness (not a resident).

**\*IDAPA 16.03.19.402.07.a-g:**

- 07. Disposal of Medication.** Medication that has been discontinued as ordered by the resident's healthcare professional, has expired, or should otherwise be disposed of under this rule, is disposed of by the provider within thirty (30) days of the order, expiration date, or as otherwise described in this rule. A written record of all disposal of drugs will be maintained in the home and include:
- a. The name of the medication;
  - b. The amount of the medication, including the number of pills at each dosage, if applicable;
  - c. The name of the resident for whom the medication was prescribed;
  - d. The reason for disposal;
  - e. The date on which the medication was disposed;
  - f. The method of disposal; and
  - g. A signed statement from the provider and a credible witness confirming the disposal of the medication.

Responsible ways of disposing medications include:

- **Pharmacy** - Although pharmacies are not legally required to accept these medications from consumers, some pharmacies will take them and send them to a registered disposal company.
- **Hazardous Waste Facility** - Many cities and towns have household hazard waste facilities that will take medications that need to be disposed.
- **Police Department** – Many police stations have a drop-off bin for unused or expired medications.
- **Accepted in home disposal methods –**
  1. In a ziplock bag mix 1 Tbsp coffegrounds, 1 Tbsp of water and the medication (pill, ointment or liquid). Crush pill if necessary. May now be disposed of in bagged trash.
  2. In ziplock bag mix 1 Tbsp of vinegar, 1 Tbsp of kitty litter or dirt and the medication. May now be disposed of in bagged trash.
  3. A patch may be folded in half and placed in garbage.

Less desirable practices for disposing medications include:

- **Do not** throw any medications in the \_\_\_\_\_. Residents, children or animals could gain access to it, even after the garbage has been hauled away.
- **Do not** flush any medication down the \_\_\_\_\_. Many chemicals are not filtered out of our drinking water.

**Controlled Substances:** Understand that **narcotics** (opioid pain-relievers), **psychotropic** (mind-altering drugs) and **anti-anxiety medications** may require careful monitoring on the number of pills/tablets being taken.

- Observe that these medications are being taken \_\_\_\_\_.
- Visitors and/or family members should not be able to access these types of medications.
  - These types of medication should be kept under \_\_\_\_\_.
- You must ask the pharmacist if the medication is a controlled substance. If so, it must be inventoried every 30 days and recorded (unless the resident is able to self-administer medications).

# Unit 5 – Infection Control

## General Recommendations:

During care, providers and residents may be exposed to infectious diseases. Here are some general recommendations that can help prevent or minimize the likelihood of infection:

- Practice good personal \_\_\_\_\_.
- Make sure any \_\_\_\_\_ wounds are covered.
- Keep \_\_\_\_\_ up to date.
- Use standard precautions including proper use of Personal Protective Equipment (\_\_\_\_\_) as necessary.
- Follow good hand-washing \_\_\_\_\_.
- Promote a healthy immune system by:
  - Eating a proper diet
  - Exercising
  - Getting adequate rest
  - Reducing stress

## Importance of Hand Washing:

Hand washing is....

- **Absolutely essential** in the \_\_\_\_\_ and control of infection.
- The \_\_\_\_\_ most effective means of controlling infectious disease.
- A habit that must be practiced!

When hand washing is required:

- \_\_\_\_\_ assisting with medications.
- After use of the toilet.
- After blowing/wiping your nose or touching your \_\_\_\_\_.
- Before eating.
- After providing \_\_\_\_\_ care to a resident.

- When obviously \_\_\_\_\_.
- After coming in contact with \_\_\_\_\_ secretions.
- After handling dirty equipment.
- \_\_\_\_\_ and \_\_\_\_\_ removing gloves.
- Before \_\_\_\_\_ preparation.
- After switching between working with raw food and working with ready-to-eat food.

**Procedure for Hand Washing:**

1. Wet your hands with warm water.
2. Apply a generous amount of soap
3. \_\_\_\_\_ rub together all surfaces of the lathered hands for at least twenty (20) seconds.
4. \_\_\_\_\_ helps remove dirt and microorganisms. Wash around and under rings, around cuticles, and under fingernails.
5. \_\_\_\_\_ hands thoroughly under a stream of water.  
\_\_\_\_\_ water carries away dirt and debris.  
Point fingers down so water and contamination won't drip toward elbows.
6. Dry your hands completely with a clean towel.

**Alcohol Based Hand Sanitizers:**

If water and soap are NOT available, use an ethanol alcohol-based (a minimum 62%) hand sanitizer, preferably in a gel form. (Remember hand sanitizers **do not** kill bacteria that are transmitted by spores such as the Clostridium Difficile virus. You must use soap and water.)

**Gloves:**

Hepatitis B, Hepatitis C, and Acquired Immunodeficiency Syndrome (AIDS) are all diseases caused by viruses. These viruses are spread via contact with blood and body fluid of infected individuals. A vaccine is available for Hepatitis B virus, but there is currently no known vaccine or cure for AIDS or Hepatitis C. The use of gloves reduces the risk of transmission of these diseases.

- Wear gloves when coming in \_\_\_\_\_ with blood, body fluids or open wounds.
- Wear gloves when coming in contact with \_\_\_\_\_ items.

- Change gloves \_\_\_\_\_ tasks.
- Change gloves after contacting \_\_\_\_\_ that may be contaminated.
- Remove gloves \_\_\_\_\_ after use.
- Remove gloves \_\_\_\_\_ touching uncontaminated items and surfaces.
- \_\_\_\_\_ hands after removing gloves.

### Home Cleanliness:

- Housekeeping – all providers are responsible for ensuring the home is kept sanitary and clean.
  - Appropriate \_\_\_\_\_ materials need to be available for use.
  - Keep cleaners \_\_\_\_\_ away if hazardous.
- Counters, tables, and floors – any food spilled should be cleaned in a \_\_\_\_\_ manner and not allowed to dry.
- Linens and clothing – laundering of linens and clothing should occur at least weekly and \_\_\_\_\_ if soiled with blood or any body secretions.

### Hygiene Issues:

- Peri-care – Some residents may need assistance with toileting. Proper hygiene techniques include wiping \_\_\_\_\_ to \_\_\_\_\_ to prevent cross-contamination and infection.
- Bathing – all bathing and shower areas need to be thoroughly \_\_\_\_\_ after each use.
- Personal care items – all residents must have their \_\_\_\_\_ hygiene items. These items are not shared with other residents (e.g., hair brush, toothpaste, etc.).

# Unit 6 - Vocabulary

## Definitions:

**Allergic Reactions** – An abnormal response by the body to a substance. Can range from mild to severe. May include hives, redness, itching, swelling and difficulty breathing.

**Analgesic** – A pain reliever.

**Antibiotic** – A chemical having the power to slow the growth of or destroy bacteria and other microorganisms; given to treat an infection.

**Contamination** – A condition of being soiled, stained, touched, or otherwise compromised by harmful agents.

**Controlled Substances** – Medications that could be habit-forming or addictive that are usually prescribed to control pain, anxiety or promote sleep.

**Diabetes** – A disease of metabolism; problems with utilizing sugar and starches.

**Dietary Supplement** – Minerals, vitamins, or other ingredients that are intended to supplement a regular diet.

**Discharge** – Excretion of fluid, puss or other drainage from an orifice/body opening or wound.

**Dosage** – the amount of medication taken.

**Drug Interactions** – When one drug increases or decreases the action of another.

**Gastric Tube** – A tube inserted directly into the stomach for the instillation of nutrition and medications.

**Household Measurements** – Measuring devices that are homemade or purchased from a store other than a medical supply store. Household measurements should never be used for measuring resident's medications.

**Infection** – The invasion of the body by virus or bacteria that cause illness.

**Medication Label** – Label affixed to a prescription medication explaining who the medication is for, name and dose of medication, directions for use, health care professional's name, precautions, expiration date, pharmacy name and phone number, number of refills remaining, and storage instructions.

**Metered Dose Inhaler** – A device designed to deliver a measured dose of an inhaled drug.

**Minerals** – supplemental forms of essential minerals in a pill or tablet form used as a supplement to the diet.

**Narcotic Medication** – An opioid used to control pain.

**Nebulizer** – A device for producing a fine spray, reducing a liquid or powder to a fine spray for induction into the airway.

**Over-the-Counter (OTC) Medication** – Medication that may be purchased off the shelf in a retail setting without a prescription.

**Pro Re Nata (PRN) Medication** – A medication or treatment ordered by a professional to an individual allowing the medication or treatment to be given as needed and directed.

**Prescription Medication** – A medication available only after the doctor writes a formal prescription and must be obtained through a pharmacy.

**Recording Medications/Recordkeeping** – Making a written entry that a medication was taken or not taken.

**Scored Medications** – Medications that have a groove across the tablet that enables them to be broken.

**Side Effects** – A secondary and usually adverse effect caused by a medication. Examples are nausea, weight loss or gain, diarrhea.

**Suppository** – Medication compounded in an easily melted medium for insertion into the rectum, urethra, or vagina.

**Topical** – Medication that is applied to the top of the skin, such as a lotion or medication patch that absorbs into the skin.

## Medical Abbreviations

<b>ac:</b>	before meals
<b>BID:</b>	two (2) times a day
<b>cc / ml:</b>	cubic centimeter/milliliter
<b>c:</b>	with
<b>DC:</b>	discontinue/discharge
<b>GTT:</b>	drop
<b>HS:</b>	hour of sleep (bedtime)
<b>MG:</b>	milligram
<b>NKA:</b>	no known allergies
<b>NPO:</b>	nothing by mouth
<b>OD:</b>	right eye
<b>OS:</b>	left eye
<b>OU:</b>	both eyes
<b>OTC:</b>	over the counter
<b>pc:</b>	after meal
<b>PO:</b>	by mouth
<b>PRN:</b>	as needed
<b>QID:</b>	four (4) times a day
<b>s:</b>	without
<b>STAT:</b>	immediately
<b>TBSP:</b>	tablespoon
<b>TID:</b>	three (3) times a day
<b>tsp:</b>	teaspoon



# Medication Forms

- 1. Over the Counter Medications** – It is MANDATORY to have a written consent from the resident's health care professional before giving OTC medications.
- 2. Approval to Self-Administer Medications** – If the resident self-administers his own medications, it is MANDATORY to have this form completed by the resident's health care professional and retained in the resident's records.
- 3. Medication Assistance Record (MAR)** - It is MANDATORY to record on the MAR when prescription medications and OTCs are taken. When PRN medications are given, use the back side of the MAR.
- 4. Minor Incident Log:** Use when giving a prn medication. Include results.
- 5. Narcotic Inventory** – It is MANDATORY to inventory narcotic medications being used by a resident you are assisting with medications at least every 30 days.
- 6. NARCOTIC DISCREPANCY REPORT:** Written summary of any discrepancy of inventories of narcotics, psychotropic, or anti-anxiety medications. Keep with resident's records.
- 7. Medication Disposal Record** – It is MANDATORY to document the disposal of any prescribed medications.
- 8. Medication Information Sheets** - The current Medication Information Sheets that accompany the medication from the pharmacy should be maintained in the resident's records.

# OVER-THE-COUNTER (OTC) MEDICATIONS

Per IDAPA 16.03.19.400.02.d., the resident's health care professional must approve all OTC medications.

## CERTIFIED FAMILY HOME PROVIDER

*The provider is the adult responsible for maintaining the certified family home and providing care to the resident.*

Full Legal Name:	Certificate No.:
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## RESIDENT

*The resident is the vulnerable adult living in the provider's home for whom OTC medications/treatments on this form are requested.*

Full Legal Name:	Date of Birth:
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## OTC MEDICATIONS/TREATMENTS

*The following OTC medications and/or treatments are proposed for the resident's use.*

CONDITION	OTC MEDICATION/TREATMENT
Acid Stomach	
Allergies/Congestion	
Cold/Flu	
Constipation	
Diarrhea	
Indigestion	
Pain/Fever	
Vitamin/Supplement	

## SPECIAL INSTRUCTIONS

*The healthcare professional may use the following section to give special instructions regarding the resident's medications.*

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## HEALTHCARE PROFESSIONAL AUTHORIZATION

*My signature below indicates the OTC medications/treatments listed on this form are approved for the resident's use.*

Printed Name:	Business Phone: (     )
SIGNATURE _____ DATE _____	

# APPROVAL TO SELF-ADMINISTER MEDICATION

In accordance with IDAPA 16.03.19.401, prior to giving the resident responsibility for administering medications without assistance, the CFH provider must obtain approval from the resident's healthcare professional.

## RESIDENT

The resident is the adult receiving care in the provider's certified family home.

Full Legal Name: _____	Date of Birth: _____
Diagnoses: _____	
_____	
_____	

## EVALUATION

This evaluation is based on the resident's current condition assessed today. If his or her condition should change, the certified family home provider must have this assessment reevaluated by the health care professional. The health care professional has evaluated the resident in the following areas:

The resident understands the purpose of each medication.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The resident is oriented to time and place and knows the appropriate dosage and times to take the medication.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The resident understands the expected effects, adverse reactions, or side effects, and knows what actions to take in case of an emergency.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
The resident is able to take the medication without assistance or reminders.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

## HEALTHCARE PROFESSIONAL APPROVAL

The healthcare professional's signature below indicates the resident listed on this form is approved to self-administer medications. All elements listed in the evaluation must be assessed as "Yes" before the healthcare professional may give approval.

Printed Name: _____	Business Phone: (     ) _____
Practice Name: _____	
_____	_____
HEALTHCARE PROFESSIONAL'S SIGNATURE	DATE

## CERTIFIED FAMILY HOME PROVIDER

The provider is the adult responsible for maintaining the certified family home and providing care to residents. Please return this completed form as follows:

Provider Name: _____		
Telephone Number: (     ) _____	Email: _____	
Mailing Address: _____		
Mailing City: _____	Mailing State: _____	Mailing ZIP: _____

# MEDICATION ASSISTANCE RECORD

Per IDAPA 16.03.19.402.06, documentation of assistance with medications must be maintained in the home. This includes prescription, over-the-counter, and PRN medications. Document assistance below immediately after giving the resident any medication.

In addition, document the reason for giving PRN medications and missing dosages prescription medications on the Minor Incident Form.

Resident Name:	Provider Name:	Month:	Year:
Resident's Known Allergies:			

Medication, Dosage, and Route	Time	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	A.M.																															
	MiddaY																															
	P.M.																															
	Eve																															
	A.M.																															
	Midday																															
	P.M.																															
	Eve																															
	A.M.																															
	Midday																															
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	P.M.																															
	Eve																															
	A.M.																															
	Midday																															
	P.M.																															
	Eve																															

# MINOR INCIDENT LOG

Per IDAPA 16.03.19.270.04.a and 270.04.d, the provider must maintain in the resident's record documentation of any incident, accident, or change in condition involving the resident.

## Examples

INCIDENT	ACCIDENT (NOT REQUIRING MEDICAL INTERVENTION)	CHANGE IN CONDITION
Adverse Reactions to Medications or Missed Dosages	Minor Cuts, Bruises, etc.	Unusual Disorganized Thoughts or Memory Loss
Refusal to Follow a Restricted Diet	Minor Sprains or Other Injuries	Unusual Disorientation
Destructive or Self-Harming Behavior	Falls in which there is No Apparent or Only Minor Injury	Symptoms Treated by a PRN Medication

Complete and submit to the Department a Critical Incident Report if the following apply: elopement, death, hospitalization, visit to an emergency room or urgent care clinic, and/or law enforcement or adult protection investigation. For less serious events, complete the form below and maintain with the resident's records.

Name of Resident:		
DATE AND TIME	DETAILS OF INCIDENT, ACCIDENT, OR CHANGE IN CONDITION	PROVIDER'S RESPONSE

# NARCOTIC INVENTORY

Providers who assist residents with prescribed narcotics are required to document an inventory at least monthly as described in IDAPA 16.03.19.402.04.e. Narcotic medications are opioid pain-relievers (e.g., Oxycodone, Hydrocodone, Morphine, Fentanyl, etc.).

## **PROVIDER INFORMATION**

*The provider is the adult operating the certified family home and responsible for management of the resident's medication.*

Provider Name:	Certificate No.:
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## **INITIAL INVENTORY**

*Identify the specific narcotic medication that is the subject of inventories recorded on this form and conduct an initial inventory of that medication. Use separate Narcotic Inventory forms for each type of narcotic the resident is prescribed. Return medications to their containers after counting the amount on-hand. Newly prescribed narcotics should be inventoried upon filling the prescription. Newly certified homes should inventory existing narcotics within 30 days of certification.*

Medication Name:	Dosage:
Prescribed to Resident:	Amount On-hand:
Provider Signature:	Date: <span style="float: right;">Time: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/></span>

## **ONGOING INVENTORIES**

*Conduct and document ongoing inventories of the narcotic named above at least every 30 days. The Previous Amount On-hand for the first ongoing inventory below equals the Amount On-hand from the Initial Inventory above; subsequently, the Previous Amount On-hand equals the Actual Amount On-hand from the previous ongoing inventory. Return medications to their containers after counting the actual amount on-hand.*

PHYSICAL INVENTORY	RECORDS RECONCILIATION
Date: <span style="float: right;">Time: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/></span>	Previous Amount On-hand:
Provider Signature:	(plus) Amount Refilled Since Last Inventory:
Actual Amount On-hand:	(minus) Amount Given Since Last Inventory:
	(minus) Amount Destroyed Since Last Inventory:
	(equals) Expected Amount On-hand:

PHYSICAL INVENTORY	RECORDS RECONCILIATION
Date: <span style="float: right;">Time: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/></span>	Previous Amount On-hand:
Provider Signature:	(plus) Amount Refilled Since Last Inventory:
Actual Amount On-hand:	(minus) Amount Given Since Last Inventory:
	(minus) Amount Destroyed Since Last Inventory:
	(equals) Expected Amount On-hand:

PHYSICAL INVENTORY	RECORDS RECONCILIATION
Date: <span style="float: right;">Time: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/></span>	Previous Amount On-hand:
Provider Signature:	(plus) Amount Refilled Since Last Inventory:
Actual Amount On-hand:	(minus) Amount Given Since Last Inventory:
	(minus) Amount Destroyed Since Last Inventory:
	(equals) Expected Amount On-hand:

PHYSICAL INVENTORY	RECORDS RECONCILIATION
Date: <span style="float: right;">Time: A.M. <input type="checkbox"/> P.M. <input type="checkbox"/></span>	Previous Amount On-hand:
Provider Signature:	(plus) Amount Refilled Since Last Inventory:
Actual Amount On-hand:	(minus) Amount Given Since Last Inventory:
	(minus) Amount Destroyed Since Last Inventory:
	(equals) Expected Amount On-hand:



# MEDICATION DISPOSAL RECORD

Per IDAPA 16.03.19.402.07, medications that are expired or discontinued by the resident's healthcare professional must be disposed of by the CFH provider within thirty (30) calendar days. Loose medications should be disposed of at the earliest opportunity.

## RESIDENT INFORMATION

*The resident is the vulnerable adult living in the provider's CFH whose medication is being disposed.*

Full Legal Name:	Date of Birth:
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## DISPOSAL INFORMATION

Medication Name:	Dosage:
Amount Disposed:	
Reason for Disposal:	
<input type="checkbox"/> The medication was discontinued by the resident's healthcare professional. <input type="checkbox"/> The medication had passed its expiration date. <input type="checkbox"/> Other (please describe): _____	
Method of Disposal:	
Provider Signature:	Date of Disposal:
Adult Witness Signature: <i>(must not be a resident)</i> :	Date:
Medication Name:	Dosage:
Amount Disposed:	
Reason for Disposal:	
<input type="checkbox"/> The medication was discontinued by the resident's healthcare professional. <input type="checkbox"/> The medication had passed its expiration date. <input type="checkbox"/> Other (please describe): _____	
Method of Disposal:	
Provider Signature:	Date of Disposal:
Adult Witness Signature: <i>(must not be a resident)</i> :	Date:



# EMERGENCY

## 9-1-1

POISON CONTROL.....1-800-222-1222

If you know or suspect that someone has ingested an unknown medication or taken an overdose of medication, contact Poison Control IMMEDIATELY prior to contacting the physician.

SUICIDE HOTLINE .....9-8-8

### ADULT PROTECTIVE SERVICES

Area I (Coeur d'Alene) .....1-800-786-5536

Area II (Lewiston) .....1-800-877-3206

Area III (Boise) .....1-844-850-2883

Area IV (Twin Falls) .....1-800-574-8656

Area V (Pocatello) .....1-800-526-8129

Area VI (Idaho Falls).....1-800-632-4813

If you know or suspect that a vulnerable adult has been abused, neglected, or exploited.

IDAHO CARELINE .....2-1-1 or 1-800-926-2588

If you need help finding health and human services or social services offered through government, non-profit, and community resources.

### OTHER IMPORTANT NUMBERS

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# Resources/Credits

## Websites:

Dale Carnegie Training: <https://www.dalecarnegie.com/en>

<https://www.cdc.gov/handwashing/when-how-handwashing.html>

<https://adminrules.idaho.gov/rules/current/16/160319.pdf>

## Credits:

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## Skills Check List Completion

Name \_\_\_\_\_

#	Manual Skill	Satisfactory	Unsatisfactory
1	Hand washing		
2	Removing contaminated gloves		
3	Oral medication		
4	Gastric tube (GT) medication		
5	Topical medication		
6	Metered dose inhalers (MDI)		
7	Pre-mixed nebulizer medication		
8	Eye drops and ointments		
9	Ear drops		
10	Nasal medication		
11	Rectal medication		
12	Vaginal medication		
13	Filling a Mediset		

**Student Signature:** \_\_\_\_\_

**Partner's Signature** \_\_\_\_\_

**Instructors Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_