

Policy: The Nursing Office is to keep the official medication profile for residents on medication management. This profile, which is to be accurate and up to date, is to be found in the Medication Administration Record.

Purpose: To ensure the official document to accompany each resident if outside care is required.

Procedure: When a resident is transferred to hospital or other facility for emergency treatment or for extended care, a member of the staff of the Nursing Office will remain with the resident until EMT's arrive and then provide the following documentation to the EMT or other transferring agent upon request:

- A) A copy of medication administration for residents in med management record
- B) Self medication review signed by nurse for those who are not on med management.
- C) A copy of the Face Sheet
- D) Any other information required by the EMT or by the facility to which the patient is being transferred

All of these items are to be given to the EMT or transferring agent before the resident departs from our facility.

The File of Life, which has been kept in the resident's room and which some residents use is not an official or appropriate tool for supplying medication records information when a resident on medication management is being transferred for emergency treatment or extended care.

Residents who are not on medication management may wish to have File of Life maintained and displayed in their rooms; likewise residents who are on medication management may wish to continue with the File of Life. In any event, the File of Life is to be considered an unofficial document. Moreover, keeping the File of Life accurate and current is responsibility of the residents and their families, and not the responsibility of the Nursing Office nor of this facility.

Residents who take their own meds receive a month medication review from the nurse. Between reviews this review is only as accurate as the information that the family or resident provides. It is the responsibility of the family/resident to update the nurse when changes are made. This record will be given to the EMT staff upon request.