

**ADH/CDH Medication Management Directives  
All in the Family, LLC Guidelines for Member Support  
AGENCY POLICY—Member Safety**

**All in the Family requires Developmental Home providers (ADH/CDH) whose homes are monitored by this agency to take medication administration training—that has been created and facilitated by this agency—every three years, or sooner if requested.**

**All in the Family has a Medications Policy which we review to make sure it is up to date and is based on current DES/DDD requirements that include Article 8, Article 9, Article 10, and Article 11, plus best practices in the field.**

**Per DDD and Agency guidelines, the word “medications” means both prescription and non-prescription including over-the-counter, herbal, vitamins and health supplements.**

**ADH/CDH licensed providers must ensure that individualized health care instructions for each member are followed.**

**Our Medication Policy includes written and/or hands-on training processes for:**

- **Right Person • Right Time • Right Medicine • Right Dose • Right Route & Right Documentation**
- **Sharing information about a member’s medications is always considered confidential, including when they transfer between care settings (hospital/home; community/home).**
- **Ensuring that records are accurate and up to date.**
- **Accurately listing a member’s medications (medications reconciliation).**
- **Reviewing medications (medication review).**
- **Receiving, storing and disposing of medications.**
- **Understanding when an adult member—if applicable according to their Planning Document/ISP—is able to take their medications themselves (self-administer).**
- **Competence requirements for medication administration.**
- **Giving medications to an adult member without their knowledge.**
- **Giving non-prescription and over-the-counter medications.**
- **All medications MUST BE administered from their original bottle or container and/or an accurately labeled MED MINDER. Every med minder must be identified with the member name.**
- **Ensuring insecticides, poisonous materials, corrosives, and other hazardous substances are kept in locked storage, unless otherwise specified in the member’s Planning Document/ISP, and in areas away from food and areas where medications are stored or administered.**
- **Safeguarding member health and safety:**
  - **Identifying, reporting and reviewing medications-related problems.**
  - **Identifying, reporting and reviewing member health-related concerns: detecting illness, behavior change and/or change in physical condition.**

**Five important medical symptoms you need to recognize:**

**1) The individual has a fever.**

**But how do you know what temperature is in the fever zone? According to the Centers for Disease Control and Prevention (CDC), at least 100.4 F.**

**If the individual has flu-like symptoms, the CDC recommends they stay home for at least a day after their fever is gone except to get medical attention.**

**2) The individual is sniffly, coughing and has a scratchy throat but no fever.**

**This individual may have a cold. They are more likely to pass their cold on to other people in the first two to three days of being sick; after the first week, they are less likely to be contagious.**

**3) The individual has green or yellow nasal discharge.**

**These are typically symptoms of a sinus infection and the individual is better off staying in bed.**

**“Most sinus infections that last less than 10 days, that don’t have a high fever (greater than 101 F) and that gradually get better without getting worse again are due to a virus,” says Elisabeth Ference, MD, an otolaryngologist and assistant professor of clinical otolaryngology – head and neck surgery at the Keck School of Medicine of USC.**

**“Antibiotics are not helpful for viral infections, but things that may help are salt-water irrigations of the nose and over-the-counter medications such as decongestants, medications that thin mucus and anti-inflammatory pain medications.”**

**4) The individual has an intense headache.**

**A headache combined with sniffing, sneezing and a fever could mean it’s the flu and they should stay home. People with the flu are most contagious from the day before their symptoms appear to 5 to 7 days after they become sick.**

**5) The individual has a hacking cough.**

**A cough is a common symptom of a cold, but if they have pain in their chest or difficulty breathing, it may be bronchitis or pneumonia and medical attention is needed immediately.**

**It’s very important to know when to seek emergency medical attention.**

**If someone is showing any of these warning signs, seek emergency medical care immediately:**

- **Trouble breathing**
- **Persistent pain or pressure in the chest**
- **New confusion**
- **Inability to wake up OR stay awake**
- **Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone**
- **Bleeding from an orifice with an unknown cause**

**What is a communicable disease?**

**A communicable disease is one that is spread from one person to another through a variety of ways that include: contact with blood and bodily fluids; breathing in an airborne virus; or by being bitten by an insect.**

**How these diseases spread depends on the specific disease or infectious agent. Some ways in which communicable diseases spread are by:**

- **physical contact with an infected person, such as through touch (staphylococcus), sexual intercourse (gonorrhea, HIV), fecal/oral transmission (hepatitis A), or droplets (influenza, TB)**
- **contact with a contaminated surface or object (Norwalk virus), food (salmonella, E. coli), blood (HIV, hepatitis B), or water (cholera);**
- **bites from insects or animals capable of transmitting the disease (mosquito: malaria and yellow fever; flea: plague); and**
- **travel through the air, such as tuberculosis or measles.**