

**SMITH, BELL & THOMPSON INSURANCE
ADULT DAY CARE CENTERS
MEDICATION MANAGEMENT PROTOCOLS**

1. Is insured responsible for administering medication or for supervising clients with self administration? _____
2. Who is allowed to administer medications, if applicable?
 - a. RN
 - b. Direct Support Professional
 - c. Other Staff, explain role: _____

3. Is there an internal certification process that new employees must complete before they are allowed to administer or assist with self-administration of medications? Yes No
4. Is there a process for periodic and regular review of medication records and stock/supply to assure that correct procedures are followed? Yes No
5. What controls are in place to reduce medication errors? _____

6. Is there a formal process in place for the reporting, review & follow-up of medication errors? Yes No
7. Do you have written medical care protocols with staff training for handling illness, medical emergencies and providing preventative healthcare? Yes No
8. Formal policy and procedures to follow in the event of elopement? Yes No

Insured
Signature: _____

Print
Name _____

Title: _____

Date: _____