

# **THE COUNSELING SOURCE, INC. POLICY AND PROCEDURE**

TITLE: Medication Handling

PURPOSE: To ensure appropriate handling of medication and prescription blanks by The Counseling Source, Inc. personnel.

POLICY: The Counseling Source, Inc., will provide Pharmacological Management Services with appropriate safeguards in place to eliminate the possibility of medication mismanagement or abuse.

PROCEDURE:

- The Counseling Source, Inc. will not handle any medications either within the administrative office or in any of our contract facilities/schools.
- All prescription blanks will be either kept on the person of the psychiatrist or in a locked, secure area.
- Prescription Blanks will be dispensed periodically to the psychiatrist by administrative staff. A tracking mechanism will be utilized to ensure no blanks are missing.
- The Psychiatrist will be responsible for providing education about use of medications to clients we serve for pharmacological management services.

REFERENCED STANDARDS AND REGULATIONS:

Ohio Department of Mental Health Administrative Code 5122  
CARF Behavioral Health Standards Manual

EFFECTIVE DATE: 4/26/2005

REVIEWED: February 2018