**Section 385.2100 Medication Policies and Procedures**

a) Development of Medication Policies

1) Every facility shall adopt written policies and procedures which shall be followed in the operation of the facility for properly and promptly obtaining, dispensing, administering, and disposing of drugs and medications. These policies and procedures shall be in compliance with all applicable federal, State and local laws.

2) These policies and procedures shall be developed with the advice of a pharmaceutical advisory committee that includes at least one pharmacist, one physician, the facility manager, and a registered nurse.

b) Physician's Orders and Telephone Orders

1) All medications, including cathartics, headache remedies, or vitamins, shall be given only upon the written order of a physician. All such orders shall have the handwritten signature of the physician. Rubber stamp signatures are not acceptable. These medications shall be given as prescribed by the physician and at the designated time.

2) Telephone orders may be taken by a registered nurse or licensed practical nurse. All such orders shall be immediately written in the client's medical plan of care record or a "telephone order form" and signed by the nurse taking the order. These orders shall be countersigned by the physician within five working days.

c) All medications to be released to the client, or person responsible for the client's care, at the time of discharge or when the client is going to be temporarily out of the facility at medication time shall be approved by the physician. A notation concerning their disposition shall be made in the client's medical plan care.