



## **HFS Shelters' Medication Policy**

### **GENERAL PRINCIPLE**

This policy outlines the guidelines for safe and consistent self-administration of prescription medications for residents of Homes First Shelters. The following applies to both narcotic and non-narcotic medications.

### **Policy**

#### **Storage and Responsibility of Medication:**

Upon request, the shelter will store prescription drugs that are prescribed to residents in a locked cabinet in the main office. Medication must be stored in an individually labelled bin or bag. There will be access to a refrigerator for storage of medication(s) that require refrigeration.

Resident(s) may also decide to keep their medication in their possession and are not obligated to give to staff for safe keeping; however, Homes First will not assume any liability for medication that is kept by residents. Upon intake, it is explained to residents that they have storage for their valuables, including medication(s), and that they are responsible for providing their own lock.

#### **Administration of Medication:**

Use and/or misuse of medication(s) is strictly the responsibility of the resident for which said medication is prescribed. Medications should only be made available to the resident to whom they are prescribed.

HFS is not responsible for ensuring residents' adherence to their medication regimen unless otherwise outlined through a resident's individual case plan.

Staff will provide residents with any materials required to self-administer medications, and if required, a private place to administer medications.

Staff will document on a Medication Administration Form when residents access medication(s) which they have stored in the office.

## **Disposal of Medications:**

When a resident has been discharged from the shelter and has not returned for their medication(s) within one week, medication(s) will be marked as “for disposal” and returned to the pharmacy.

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- As per Toronto Shelter Standards, 2016: Sections 10.2.5(a)(i).
  - Created on February 16, 2017.
  - Approved by HFS Governance and Nominating Committee on February 25, 2017; to be reviewed in 2022.
  - Approved by HFS Board of Directors on March 28, 2017.
  - The Policy applies to all Homes First Society shelters.