

# Adult Day Services

## Rights of Participants

The Center subscribes to the following statement of rights of day services participants:

- The right to an appropriate assessment of need to determine the level of care.
- The right to receive treatment and services, in accordance with an individual service plan.
- The right to be informed about activities, hours of operation and treatment.
- The right to be treated as an adult, with dignity and respect for privacy in terms of personal medical condition and treatment, and the right to keep medical records confidential.
- The right to privacy and confidentiality.
- The right to participate in a program of services and activities that promotes positive attitudes about usefulness and capability.
- The right to participate in a program of services, that are culturally appropriate and designed to encourage learning, growth and awareness of constructive ways to develop one's interests and talents as well as enhance one's well being.
- The right to be encouraged and supported in maintaining one's independence to the extent that conditions and circumstances permit, and to be involved in a program of services designed to promote personal independence.
- The right to self determination including the opportunity to :
  - participate in developing one's plan for services;
  - decide whether or not to participate in any given activity and to be informed of the consequences of refusal;
  - be involved, to the extent possible, in program planning and operation.
- The right to be cared for in an atmosphere of sincere interests and concern in which needed support and services are provided.
- The right to a clean, safe environment.
- The right to be in the least restrictive environment to maximize independence.
- The right to freedom from physical or chemical restraints, abuse or neglect.
- The right to have a designated person contacted in case of emergency.
- The right to complain about care or treatment without fear of recrimination.

- The right to receive adequate nourishment as well as any necessary help at mealtime.
- The right to communicate with other participants in the program.

## **MEDICAL MANAGEMENT**

### **A. Caregiver, Participant, and Staff Responsibilities**

#### *1. General Medical Management*

- a. A complete, up-to-date medical examination form is required which includes diagnosis, doctor's orders for all medications, a TB skin test, dietary restrictions and limitations on physical activities. **These are required, by state regulations, to be completed annually.**
- b. **It is the family's responsibility to notify the Center's nursing staff of any changes in medication, diet, restrictions on physical activities, or health condition.**
- c. Center staff will contact the primary caregiver when a participant is absent and no advance notice is given.
- d. All Center staff are trained in basic CPR and First Aide. Licensed nurses are employed part-time and may not be available during every hour that the Center is open, therefore PRN medications may not be given when needed.

#### *1. Medication Administration*

- a. Participants who are able to do so may keep and take their own medications as prescribed. A member of the nursing staff needs to be informed of medication changes for these participants also. The Center prefers that its staff administer all medications.
- b. If the participant is unable to administer his/her own medications, or the caregiver wishes, medications will be administered by the Center staff as follows:
  - The Center's licensed nursing staff or other trained and approved Center staff will administer medications as prescribed by the participant's healthcare provider, who must be licensed to practice in North Carolina.
  - Center staff will obtain approval to administer medications only after successfully completing a training program on medication administration conducted by the licensed nursing staff or other qualified trainer.
  - Documentation of medication administration will be made in the medication log.
  - Medications will be kept in a locked cabinet in one of the health care offices
  - Medication needing refrigeration will be kept in a refrigerator reserved for medications

- Medications must be in their respective prescription containers clearly labeled with the name of participant, dosage, route and time to be given indicated by the pharmacist.
- Physician's orders must be on file. Orders can be faxed if necessary
- **Medication cannot be given without a physician's order.** Medications are given at the center if the participant is at the center at the time they are due. If the caregiver has given medications prior to bringing the participant, but normally those medications are given at the center, it is the family's responsibility to inform the nursing staff that those medications have already been given.
- All medications to be given at the Center must be received by the licensed nursing staff or their trained designee. Other staff members are not allowed to receive medications.