

MEDICATION POLICY

This policy is to be read by all employees of KAROPA Incorporated dba Comfort Keepers #181, 224.

Comfort Keepers is an independently owned and operated, non-medical, in-home care company. Dispensing medication(s), or pre-filling a client's medication box, by any employee of Comfort Keepers, is strictly forbidden. If a client asks you to fill their medication box, you must instead have a family member or other responsible party do it.

A Caregiver may:

- Communicate appropriate information regarding self administration.
- Remind the client to take medication as prescribed.
- Read the medication label to the client.
- Hand the medication container to the client.
- Open the medication container.

A Caregiver may not:

- Administer over-the-counter medications or eye drops
- Administer prescription medications or apply topical prescription medications or eye drops
- Perform tasks that require sterile techniques
- Administer irrigation fluids to intravenous lines, Foley catheters or ostomies.
- Administer food and fluids via feeding tubes.
- Administer enemas or suppositories.

Failure to adhere to this policy will result in disciplinary action.

Printed name of employee

Signature of employee

Name of Authorized Company Agent

Signature of Authorized Company Agent

Date