**Medication Transfer Log**

**Participant Name \_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Medication Transfers:

* **Participant Offsite**- when the participant will be with the legal guardian or designee away from the facility and it is anticipated that the participant will not return until after the designated time for administration. Documentation occurs when participant leaves and returns.
* **Participant Disposition**- when the participant is being discharged from the program and medication is returned to the legal guardian or designee. Documentation occurs when the legal guardian or designee arrive to remove participant from the program.
* **Medication Disposal**- when the participant has been discharged from the program and the medication was not transferred to the legal guardian or designee within 30 days of the discharge date. Documentation occurs when the supervisor or designee dispose of the abandoned medication.

File Medication Transfer Logs with the participant Medication Record Log(s) until discharge and then file in the participant record, in the medication section.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Type of Transfer (check one) | | | | Date | Medication Name | Strength | Count/  Quantity | Legal Guardian/Designee Signature | Staff Signature |
| Participant Offsite | | Participant Disposition | Medication Disposal |
| Leave | Return |
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Original Participants file

Copy to the parent/guardian upon request

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