The policies in this Manual, some of which are revisions of existing policies, supersede all other policies on these topics previously issued by the Departments.
1 All Over-the-Counter medications (OTCs) and preparations require a Health Care Provider’s order.
   a. Over-the-Counter (OTC) medications and preparations have fewer regulatory controls than prescription medications, but they may have significant medical impact especially when an individual is taking prescription medications along with OTC medications.

2 All Over-the-Counter medications (OTCs) and preparations require labeling to be managed in one of the two following ways:
   a. **OTC Method A**: A label is applied by the pharmacy as prescription medications are labeled; or
   b. **OTC Method B**: A licensed professional must verify the contents of the OTC medication or preparation (if not labeled by the pharmacy). Verification is accomplished by:
      i. ensuring that the OTC medication or preparation is in the original manufacturer’s container with the original manufacturer’s label affixed;
      ii. ensuring that the contents of the container reflects the Health Care Provider’s order;
      iii. comparing the manufacturer’s label to the Health Care Provider order and verifying the contents by initialing the container;
      iv. placing the name of individual(s) on the container (If more than one individual has an order for the same OTC medication of the same strength, the name of each individual may be placed on the same container after verification);
      v. placing the date of verification on the container, and;
      vi. noting the verification on the Health Care Provider’s order.
         1. Using OTC Method B requires verification of the contents by the licensed professional be performed every time a new container and/or updated HCP order of the medication or preparation is obtained.

3 Programs that utilize **OTC Method B** must:
   a. have a policy developed by the Service Provider regarding the administration of OTCs without pharmacy or Health Care Provider labels; and
      i. MAP Policies and Trainings do not instruct staff to administer medications and preparations without pharmacy or HCP labels.
   b. ensure that all Certified staff are trained to administer medications and preparations from a container without a pharmacy label.
      (a) Training, provided by the Service Provider, must be documented.
      Documentation must include the date of the training, name(s) of staff trained, and the name, address, and telephone number of the trainer(s).
4 The following applies to all OTC medications and preparations (regardless of whether OTC Method A or OTC Method B is used):

a. Certified staff must document the administration of OTC medications and preparations in the same manner that prescription medications are documented;

b. OTC medications when in its original manufacturer’s package is in an amount that is usual and customary (i.e., an average size container);

c. OTC medications and preparations must be stored in the same manner as the prescription medications; and

d. an OTC medication and preparation that is not administered according to the Health Care Provider’s order is a Medication Occurrence and must be reported to DMH/DCF/DDS/DPH per the requirements of the Medication Occurrence Reporting System.