

# Partners in Recovery

POLICY AND  
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):  
R9-20-408*

**Policy Name: Managing “Bubble Packs”**

**Policy Number: MED - 0007**

---

H.M. Gilbert Jr., Executive Director

---

Date

***Cross Reference(s)***

*None*

***Policy Statement***

Partners in Recovery will assess consumers for the need for Bubble Packs, will distribute these packs in a safe and effective manner and will document the distribution of these medications.

***Purpose***

The goal for use of Bubble Packs is to aid the Consumer with the self-administration of medications in a safe manner when a Consumer is stable on current medications but unable to take them independently.

***Scope***

Partners in Recovery Direct Care Clinics.

***Key Terms***

*Bubble Pack*

A method of dispensing medications for Consumers who are unable to take medications independently.

***Standards***

- I. An authorized Behavioral Health Medical Practitioner (BHMP) or Registered Nurse shall determine the need for the use of Bubble Packs to aid the consumer with the self-administration of medications in a safe manner when a consumer is stable on their current medications but unable to take them independently.
- II. When a BHMP determines that a consumer should be placed on Bubble Packs, he or she shall record this in the progress note, the Medication Flow Sheet and on the consumer’s written prescription form.
  - A. The BHMP shall notify the Nurse and document “Bubble Pack” and the frequency of how often the consumer shall have the Bubble Pack refilled in the first column of the Medication Flow Sheet.
  - B. Prior to providing a consumer with a Bubble Pack, the Nurse shall obtain the consumer’s written consent to receive medications in Bubble Packaging using the Pharmacy Medication Release Form and will instruct the consumer regarding the proper use of the medication(s), including:
    1. How much of the medication(s) to take;
    2. How often to take the medication(s); and
    3. What the medication(s) is/are used for.

4. A Provision which states “By signing this document, I accept responsibility for the proper storage and use of the medication(s)”.
- II. The Nurse shall sign off on the Medication Flow Sheet each time the consumer’s Bubble Pack is filled.
  - III. The Nurse shall work with the consumer to teach him or her about his or her medications and the consumer’s adherence and compliance shall be documented in the progress note.
  - IV. The decision for Bubble Pack use shall be re-evaluated on an ongoing basis.
  - V. Medications for consumers placed on Bubble Packs shall be stored in a locked medication cabinet. The keys to the locked cabinet shall be accessible only by duly authorized BHMP or Nursing staff.
  - VI. On rare occasions, the Bubble Pack may need to be delivered to the consumer due to the consumer’s inability to come into the clinic.
    - A. When the Bubble Pack needs to be delivered to the consumer, the following information shall be documented on the Delivery Log:
      1. Date;
      2. Consumer’s Name;
      3. Consumer’s ID;
      4. Name of the person delivering the Bubble Pack and delivery address for the Bubble Pack; and
      5. The medication to be delivered and any medication returned after the delivery with Nurse signature.
    - B. The Nurse shall give the Bubble Pack to the delivery person who signs the Delivery Log under the “delivered by” column, in a clearly labeled, stapled paper bag.
      1. Upon delivery, the consumer or designee shall sign the Delivery Log verifying receipt of the Bubble Pack, and the delivery person shall return the original copy of the Delivery Log to the Nurse to file in the consumer’s record.
      2. When the Nurse receives the form, the Nurse confirms that all information and required signatures are on the Delivery Log prior to filing in the consumer’s record.
      3. If for any reason the delivery person is unable to deliver the Bubble Pack to the Consumer or designee, he or she shall notify the Nurse and record “unable to deliver” in the last column of the Delivery Log, and return the undelivered medications to the Nurse upon returning to the clinic.
      4. All Delivery Logs shall be returned to the Nurse by the end of the same day that the Bubble Pack was provided for delivery.

5. Efforts shall be made by the Case Manager or Clinical Liaison to contact the consumer and arrange for medications to be re-delivered as soon as possible.
- C. The Delivery Logs shall be retained for two years.

***Associated Partners in Recovery Direct Care Clinic Forms & Attachments***

*Medication Flow Sheet*

*Pharmacy Medication Release Form*

*Delivery Log*

# # #