



Policy: PA.5204  
Title: **Emergency Medication**  
Department: CalOptima Health PACE  
Section: Not Applicable

*CEO Approval: /s/ Michael Hunn 08/08/2024*

Effective Date: 10/01/2013

Revised Date: 08/01/2024

Applicable to: ☐ Medi-Cal  
☐ OneCare  
☒ PACE  
☐ Administrative

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## **I. PURPOSE**

This policy outlines the procedure for storing, maintaining, and administering emergency medications at the CalOptima Health Program of All-Inclusive Care for the Elderly (PACE) clinic.

## **II. POLICY**

- A. The CalOptima Health PACE clinic shall maintain a secured supply of emergency medication, approved by the CalOptima Health PACE Medical Director or designee, to address emergency medication needs for Participants.

## **III. PROCEDURE**

- A. The CalOptima Health PACE Clinic Manager, in consultation with the CalOptima Health PACE Medical Director, shall determine the drugs included in the emergency medication supply.
1. The contents of the supply shall be listed on the outside of the container;
  2. The supply shall be checked at least quarterly by the pharmacist and
  3. Separate records of use shall be maintained for drugs administered from the supply. Such records shall include the name and dose of the drug administered, name of the participant, the date and time of administration and signature of the person administering the dose.
- B. The CalOptima Health PACE Primary Care Provider (PCP) and RN shall not use more than three (3) doses in either sealed ampules or vials of any one (1) emergency drug.
1. If an emergency medication is not available in parenteral form, a supply of the medication in inhalation or sublingual form may be maintained in the smallest sealed manufacturer's package. No other oral legend (FDA Approved) drugs shall be stored.
- C. CalOptima Health PACE shall store the emergency medication supply in the emergency supply cart which is locked.

- D. Under the supervision of the CalOptima Health PACE PCP, during emergency or urgent conditions, medication from the emergency supply may be administered to a Participant by Physicians, Nurse Practitioners (NP), Physician's Assistants (PA), Registered Nurses (RN), and Licensed Vocational Nurses (LVNs) according to each clinician's scope of practice.
- E. The CalOptima Health PACE PCP shall enter the order for use of the emergency medication in the Participant's electronic medical record (EMR) according to the medication order procedures.
- F. In the event of an emergency, the clinic nursing employees shall take the medication from the emergency drug supply under the direction of the CalOptima Health PACE PCP. The clinic nursing staff member shall record the date, name of the drug, number of doses dispensed, and their signature.
- G. The PACE clinic nursing employees shall oversee the emergency medication supply and will keep the emergency supply locked. The emergency medical supply will be checked monthly and documented in the Emergency Kit Log.
- H. Medications that are removed for Participant use will be replaced within seventy-two (72) hours after use and the supply re-locked by the CalOptima Health PACE licensed Nurse.
- I. The CalOptima Health PACE clinic will maintain multiple doses of critical emergency medications on hand to ensure there are always emergency medications onsite.

#### **IV. ATTACHMENT(S)**

- A. Emergency Kit Log

#### **V. REFERENCE(S)**

- A. CalOptima Health PACE Contract with the Department of Health Care Services for the PACE Program
- B. CalOptima Health PACE Program Agreement
- C. Title 22, California Code of Regulations (C.C.R.), §78317(i)

#### **VI. REGULATORY AGENCY APPROVAL(S)**

None to Date

#### **VII. BOARD ACTION(S)**

None to Date

#### **VIII. REVISION HISTORY**

<b>Action</b>	<b>Date</b>	<b>Policy</b>	<b>Policy Title</b>	<b>Program(s)</b>
Effective	10/01/2013	PA.5204	Emergency Medication	PACE
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<b>Action</b>	<b>Date</b>	<b>Policy</b>	<b>Policy Title</b>	<b>Program(s)</b>
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## GLOSSARY

Term	Definition
Emergency Care	Covered services provided to a Participant immediately, because of an injury or sudden illness and the time required to reach a CalOptima Health PACE facility or a network provider would cause risk of permanent damage to the Participant's health. This includes inpatient and outpatient services. Participants are not required to receive prior authorization for emergency care.
Nurse	A person licensed by the California Board of Nursing as a Registered Nurse (RN) or Licensed Vocational Nurse (LVN).
Participant	An individual enrolled in the CalOptima Health PACE program.
Primary Care Provider (PCP)	A provider responsible for supervising, coordinating, and providing initial and Primary Care to Members; for initiating referrals; and, for maintaining the continuity of patient care. A Primary Care Provider may be a Primary Care Physician or Non-Physician Medical Practitioner, such as a Nurse Practitioner or Physician Assistant.
Program of All-Inclusive Care for the Elderly (PACE)	PACE is a long-term comprehensive health care program that helps older adults to remain as independent as possible. PACE coordinates and provides all needed preventive, primary, acute and long-term care services so seniors can continue living in their community.
Urgent Care	On-site services required to prevent serious deterioration of health following the onset of an unforeseen condition or injury (i.e., sore throats, fever, minor lacerations, and some broken bones). Off-site Urgent care, as defined by federal PACE regulation 42 CFR 460.100(e)(3), means the care provided to a PACE member who is out of the PACE service area, and who believes their illness or injury is too severe to postpone treatment until they return to the service area, but their life or function is not in severe jeopardy.