**STATE OF CONNECTICUT**
**DEPARTMENT OF DEVELOPMENTAL SERVICES**

**Procedure No:** I.E.PR.006 **Issue Date:** February 12, 2004
**Subject: Pre-Sedation for Medical/Dental Procedures** **Effective Date:** Upon Release
**Section:** Health & Safety **Revised:** July 1, 2009

## A. Purpose

The purpose of this procedure is to assure statewide consistency in meeting ICF/MR regulations for the review and monitoring of the use of medications for pre-sedation when such medication is required for individuals undergoing medical/dental examinations, procedures and/or treatment.

## B. Applicability

This procedure applies to individuals who live in ICF/MR certified facilities that are operated, funded, and/or licensed by the Department of Developmental Services (DDS).

## C. Definitions

Prescriber: A person who is legally authorized to prescribe medications according to Chapter 380 of the Connecticut General Statutes.

Pre-Sedation: Medication(s) ordered by a legally authorized prescriber to be administered to an individual prior to a scheduled medical or dental appointment for examination, procedure and/or treatment.

Specially Constituted Committee: A committee established by the department or private agency that reviews, monitors, and makes recommendations to the facility about its practices and programs as they relate to medications prescribed for pre-sedation for medical and/or dental examination, procedure and/or treatment. The DDS Program Review Committee (PRC) or Human Rights Committee (HRC) shall provide this function for the initial review and shall provide on-going monitoring for individuals served in DDS operated facilities. Private agencies shall establish a committee by agency policy and procedures to provide initial and on-going monitoring of individuals served by that agency's ICF/MR home(s).

## D. Implementation

Medical examination and procedures may cause anxiety and fear for some individuals. Fear of the unknown or unexpected, coupled with limited communication abilities, can increase a person's anxiety and fear of examinations and treatment. Even with teaching, reassurance, familiar family or staff/support, individuals may request or require the assistance of medication for pre-sedation. The prescribing physician or other authorized prescriber in consultation with the Planning & Support Team (PST) shall consider the need, choice, and dosage of medication to be used for pre-sedation using the process detailed in this procedure.

1. Pre-sedation may be considered for events including, but not limited to the following:
   a. Routine physical examinations
   b. Dental examinations and treatment
   c. Diagnostic procedures including blood work, x-rays, diagnostic tests, etc.
   d. Medical consultation(s) and/or treatment(s)

2. The need for pre-sedation shall be assessed on an individual basis. The PST is responsible for identifying and documenting the following:
   a. Past experiences with the particular event (i.e. examination, procedure, treatment)
   b. Response to non-medication techniques such as the following:

i) Use of familiar staff
ii) Use of familiar mode of transportation
iii) Use of positive support environment when possible
iv) Use of consultants and providers who are familiar to or known by the individual
v) Employs support of family and/or friends as appropriate

c. Stress factors associated with the specific event
d. Risk versus Benefit
e. Lowest effective dose
f. Consent by individual or person legally authorized to give consent
   i) Written consent obtained for initial order of each medication
   ii) Written consent for each medication renewed annually at the individual's planning meeting
   iii) Documentation that information regarding side effects and other drug specific information was provided to the individual legally authorized to give consent

3. When the use of pre-sedation medication is determined to be necessary by the physician and PST, the QMRP or designee shall notify the PRC or HRC liaison to obtain a date for review.

4. When the review is performed by **PRC**, use the regular PRC forms and prepare the PRC packet as usual (see PRC Procedure I.E.PR.004).

5. When the review is performed by **HRC**, the PST shall submit a packet that includes the following:

   a. HRC Review of Pre-Sedation for Medical/Dental Care (Attachment A): for use as packet face sheet and documentation of review
   b. Considerations for Pre-Sedation for Medical/Dental Care (Attachment B) that details each component listed in Section #2 above
   c. Signed Consent Form (Attachment C) that includes documentation of medication side effects
   d. Use of Pre-Sedation Medication for Medical/Dental Care Tracing Form (Attachment D) as application (for record of previous pre-sedation medications use)

6. The DDS PRC or HRC shall review, monitor, and make recommendations regarding the use of medications used for pre-sedation as follows:

   a. The PRC or HRC shall do the initial review of the use of pre-sedation medications for both public and private sector.
   b. The PRC or HRC shall provide on-going monitoring for individuals served in public sector ICF/MR facilities and shall make suggestions regarding policy and practices to the regional director in accordance with factors and processes delineated for the initial review.
   c. Private agencies shall develop policies and procedures that establish a Specially Constituted Committee to provide on-going monitoring and to make suggestions to the agency executive director regarding policy and practice.

d. The PRC Committee shall document review on the PRC Cover Sheet (see PRC Procedure I.E.PR.004) that shall be maintained in the individual's health records and DDS master file.

e. The HRC shall document review on the HRC Review of Pre-Sedation for Medical/Dental Care Form (Attachment A) that shall be maintained in the individual's health record and DDS master file.

7. The PRC or HRC shall refer cases to the regional director for further review and recommendations as appropriate.

**E. References**

Statutes

CGS 17a-210
CGS 17a-238
CGS 45a-677
CGS 45a-677(e)
CGS 46a-11 et seq.

Rules, Regulations and Policy – External

ICF/MR Federal Regulations 42 CFR.483.400, Condition of Participation and Facility Practices Survey Procedures and Interpretive Guidelines for ICF/MR, Client Protections, W264 (iii)

Rules, Regulations, Policies – Internal

DDS, Client Rights
DDS I.F.PO.001, Abuse and Neglect Prevention
DDS I.F.PR.001, Abuse and Neglect Prevention, Reporting, Notification, Investigation, Resolution and Follow-up
DDS I.E.PO.003, Behavior Modifying Medications
DDS I.E.PO.004, Program Review Committee
DDS I.F.PO.006, Human Rights Committee

**F. Attachments**

Attachment A: HRC Review of Pre-Sedation for Medical/Dental Care
Attachment B: Consideration for Pre-Sedation for Medical/Dental Care
Attachment C: HRC Consent for Treatment for Pre-Sedation Form
Attachment D: Use of Pre-Medication for Medical/Dental Care Tracking Form