

 <p>Winnipeg Regional Health Authority Office régional de la santé de Winnipeg Caring for Health À l'écoute de notre santé</p> <p><b>POLICY</b></p>	Level:		<p><b>REGIONAL PROGRAM</b></p> <p>Applicable to all sites and facilities where the WRHA Programs / Services are delivered</p>	1A
	Policy Name:	Policy Number:		
	<p><b>Use of Natural Health Products by Residents in Personal Care Homes and Long Term Care</b></p>		110.130.020	1 of 6
	Approval Signature: <i>Original Approved by R. Cloutier</i>		Section: <b>CLINICAL SERVICES</b>	
Date: October 2018		Supercedes: January 2006		

1.0 **PURPOSE:**

- 1.1 To provide a framework to recognize and respect the rights of the Resident and/or SDM for the Resident to use NHP in a personal care home (PCH) or long term care facility (LTCF).
- 1.2 For the Health Care Providers to be aware of all NHP used by the Resident.
- 1.3 To identify and discuss the possible risks of NHP with the Resident.

2.0 **DEFINITIONS:**

- 2.1 **Drug:** Any substance or mixture of substances regulated under the *Food and Drug Regulations*, manufactured, sold or represented for use in:
  - (a) the diagnosis, treatment, mitigation or prevention of a disease, disorder or abnormal physical state, or its symptoms, in human beings or animals,
  - (b) restoring, correcting or modifying organic functions in human beings or animals, or
  - (c) disinfection in premises in which food is manufactured, prepared or kept.
- 2.2 **Health Care Provider:** Shall mean: physicians, medical residents, nurses, nurse practitioners, physician/clinical assistants, pharmacists, dietitians and other allied health professionals, as applicable.
- 2.3 **Health Record:** Personal health information compiled by individuals authorized to make entries on approved health record forms and maintained by facilities, sites or programs of the WRHA as the official record of health care provided to a Resident. Health Records, including electronic Health Records and paper-based Health Records are the physical property of a facility, site or program of the WRHA. For the purposes of this policy, Health Records include clinical records as defined in The Mental Health Act.
- 2.4 **Homeopathic Medicine:** Medicines that are manufactured only from those substances or sources referenced as monographs in the *Homeopathic Pharmacopeia of the United States*, the *Homöopathisches ArzneiBuch*, the *Pharmacopée française*, the *European Pharmacopoeia* or the *Encyclopedia of Homeopathic Pharmacopoeia*, as they are amended from time to time, and that are prepared in accordance with these pharmacopoeias.

- 2.5 Natural Health Products (NHP): Are naturally occurring substances or combination of substances in which all the medicinal ingredients are substances listed below, a Homeopathic Medicine or a traditional medicine, that is manufactured, sold or represented for use in:
- (a) the diagnosis, treatment, mitigation or prevention of a disease, disorder or abnormal physical state or its symptoms in humans;
  - (b) restoring or correcting organic functions in humans; or
  - (c) modifying organic functions in humans, such as modifying those functions in a manner that maintains or promotes health.

NHP are defined in the Health Canada NHP Regulations as:

- (a) A plant or a plant material, an alga, a bacterium, a fungus or a non-human animal material
- (b) Any of the following vitamins: biotin, folate, niacin, pantothenic acid, riboflavin, thiamine, vitamin A, vitamin B6, vitamin B12, vitamin C, vitamin D, vitamin E, vitamin K1, vitamin K2
- (c) An amino acid
- (d) An essential fatty acid
- (e) A mineral
- (f) A probiotic

NHP exclude: prescription Drugs, Drugs administered by puncturing the skin, substances regulated under the *Tobacco Act*, a substance set out in any of Schedules I to V of the *Controlled Drugs and Substances Act*, or an antibiotic prepared from an alga, a bacterium or a fungus or a synthetic duplicate of that antibiotic.

Under the Regulations, the product must be safe for consideration as an over-the-counter (OTC) product. NHP are available for self-care and self-selection, and do not require a prescription to be sold.

- 2.6 Pharmacy Provider: A licenced pharmacy in Manitoba who provides pharmacy services to PCH/LTCF Residents.
- 2.7 Prescriber: A health care professional who is permitted to prescribe medications as defined by provincial and federal legislation, his/her professional regulatory body, and practice setting.
- 2.8 Resident: Shall mean patient, client, individual, or Resident receiving healthcare from a WRHA facility, program or funded site.
- 2.9 Substitute Decision Maker (SDM): A third party identified to participate in decision-making on behalf of a patient/Resident/client, who has been determined to lack decision-making capacity, concerning a proposed procedure(s), treatment(s), or investigation(s). The full definition can be found in the WRHA Policy #110.000.005 Informed Consent (for Procedures, Treatments and Investigations) <http://home.wrha.mb.ca/corp/policy/files/110.000.005.pdf>

### 3.0 POLICY

- 3.1 The Resident or SDM shall have the right to make the decision for the Resident to use NHP.
- 3.1.1 The Health Care Providers shall share information on requesting NHP with the Resident or SDM prior to or at the time of admission.
- 3.2 The Health Care Providers shall review all requests for NHP in order to have a complete medication list.

- 3.3 If the Health Care Providers do not have concerns ordering the NHP, then a Prescriber order shall be obtained and documented on the Prescriber order sheet in the Resident's Health Record.
- 3.4 When a Prescriber order is received, the Pharmacy Provider shall supply all NHP that they are able to obtain through the pharmaceutical supply chain.
- 3.4.1 If the NHP is not listed on the Manitoba Health, Seniors and Active Living (MHSAL) PCH open benefit list or WRHA formulary, as applicable, then payment for the supply and packaging of NHP shall be the responsibility of the Resident or SDM.
- 3.5 If the Pharmacy Provider is not able to obtain the NHP, then the Resident or SDM may provide the supply.
- 3.5.1 The nurse shall only accept NHP provided in an intact, sealed, labeled original container. It shall be within the manufacturer's expiry date and preferably have a natural products number (NPN) or Homeopathic Medicine number (DIN-HM).
- 3.6 In instances where the Health Care Providers have concerns about the NHP, the *Natural Health Products Assessment Form* (Form # W-00786; link: <http://home.wrha.mb.ca/hinfo/files/NaturalHealthProductAssessmentFormGuide.PDF>) shall be completed.
- 3.6.1 For NHP with nutritional implications, the Health Care Providers shall consult the dietitian.
- 3.6.2 The Health Care Providers shall review the completed *Natural Health Products Assessment Form* and discuss any outstanding concerns with the Resident or SDM outlining the risks and benefits.
- 3.6.3 The Resident or SDM shall complete the *Acknowledgment and Release of Responsibility Regarding Natural Health Products* agreement if the Resident or SDM wants to proceed with the NHP.
- 3.6.4 The Health Care Providers shall not order, dispense or administer the NHP to the Resident.
- 3.6.5 The Resident or SDM shall arrange for self or SDM administration of the NHP. The NHP shall be safely stored to the satisfaction of the Health Care Providers, or brought in daily.

#### 4.0 **PROCEDURE:**

- 4.1 The process for NHP requests is outlined in Appendix A.
- 4.2 When the Resident or SDM submits notification of a NHP, the Health Care Providers shall document the NHP request in the integrated progress notes (IPN) in the Resident's Health Record and communicate the information to the Prescriber.
- 4.3 If the Health Care Providers have no concerns ordering the NHP, the Prescriber writes or gives an order for the NHP.
- 4.3.1 A Prescriber order shall be documented on the Prescriber order sheet and faxed to the Pharmacy Provider.
- 4.3.2 The order shall be triaged by the pharmacist for indication, dose, Drug interactions, and adverse effects.
- 4.4 If the pharmacist identifies concerns or issues with the NHP for the Resident, they shall complete the *Natural Health Products Assessment Form* outlining the concerns and send the form to the PCH/LTCF. Then follow the procedure starting at 4.9 below.

- 4.5 If the pharmacist has no concerns with the NHP for the Resident, then the pharmacist shall determine if the Pharmacy Provider can supply the NHP.
- 4.6 If the Pharmacy Provider can supply the NHP, the pharmacist shall determine if it is listed on the formulary (e.g. MHSAL PCH open benefit list or WRHA formulary, as applicable).
  - 4.6.1 If the NHP is not listed on the formulary, a payment approval form outlining the NHP cost and packaging cost shall be sent to the PCH/LTCF for the Resident or SDM approval.
  - 4.6.2 Once the payment approval form is signed or documented as verbally approved, it is faxed back to the Pharmacy Provider.
  - 4.6.3 If the payment is approved, the NHP shall be ordered, packaged appropriately and sent to the PCH/LTCF for the Resident.
  - 4.6.4 Document the NHP on the Medication Administration Record (MAR) in the same format as a prescribed Drug.
  - 4.6.5 If the payment is not approved by the Resident or SDM, document the payment refusal in the IPN in the Resident's Health Record. Notify the Prescriber and obtain an order to discontinue the NHP and fax the order to the Pharmacy Provider.
- 4.7 If the Pharmacy Provider cannot supply the NHP, the pharmacist shall communicate that to the PCH/LTCF.
  - 4.7.1 The PCH/LTCF shall ask the Resident or SDM to provide the NHP.
  - 4.7.2 The nurse shall document the NHP as a "Resident supplied medication" on the current MAR and Pharmacy Provider shall enter it for future MARS.
  - 4.7.3 Label the NHP when brought into the PCH/LTCF with a Resident chart label or an addressographed label not covering the name, strength, lot number or expiry date on the packaging. Handwriting the name or room number on the package is not sufficient.
  - 4.7.4 Securely store the NHP in the medication cart or the medication room noting any requirements for refrigeration.
  - 4.7.5 Notify the Resident or SDM in advance when the supply of the NHP is close to depletion or needs replacement due to expiry.
- 4.8 If the Health Care Providers have concerns ordering the NHP, they shall complete *Section A: Natural Health Product Request* on the *Natural Health Products Assessment Form* and fax to the Pharmacy Provider.
  - 4.8.1 The pharmacist shall complete *Section B: Pharmacist Assessment* on the *Natural Health Products Assessment Form* outlining the information and faxes the form back to the PCH/LTCF.
- 4.9 The Health Care Providers review the information provided by the pharmacist on the *Natural Health Products Assessment Form* and files the form in the Resident's Health Record.
  - 4.9.1 Consult the dietitian for NHP with nutritional implications.
- 4.10 After review, if there are no outstanding concerns by the Health Care Providers, follow the procedure outlined starting at 4.3.
- 4.11 If concerns by the Health Care Providers remain regarding the Resident's use of the NHP, the Health Care Providers shall discuss the potential benefits and harms with the Resident or SDM.

- 4.11.1 If the Resident or SDM does not want to proceed with using the NHP after the discussion about potential benefits and harms, then document in the Resident's Health Record that the request for the NHP has been cancelled and discontinue any previously written Prescriber orders for the NHP, if applicable.
- 4.11.2 If the Resident or SDM wants to proceed with using the NHP after the discussion about the potential benefits and harms, document the discussion and response in the Resident's Health Record and give the Resident or SDM the *Acknowledgement and Release of Responsibility Regarding Natural Health Products* form to review.
- 4.11.3 If the Resident or SDM signs the form, then the Resident or SDM can supply and administer the NHP. File the signed form in the Resident's Health Record.
- 4.11.4 The Health Care Providers cannot administer or store the NHP in the medication cart or medication room for the Resident.
- 4.11.5 The NHP must be safely stored to the satisfaction of the Health Care Providers so that it cannot be accessed by any other Residents (e.g. locked drawer, lock box), or brought in daily.
- 4.11.6 The nurse shall send a request to the Pharmacy Provider to document the use of the NHP in the "notes" section of the MAR and quarterly medication review form.
- 4.11.7 If the Resident or SDM does not sign the form, then document the refusal to sign in the integrated progress notes in the Resident's Health Record. The Resident or SDM shall be advised that the NHP cannot be administered or stored in the PCH/LTCF.
- 4.12 The Health Care Providers shall review the use of the NHP at the quarterly medication review to reassess benefits and identify harms.
  - 4.12.1 If any concerns are identified during the quarterly medication review, follow the procedures steps above starting at 4.8.

## 5.0 **REFERENCES:**

- 5.1 Health Canada. Natural Health Products Regulations (SOR/2003-196). Retrieved from: <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2003-196/>

**Policy Contact: Allison Bell, Pharmacy Manager, WRHA Long Term Care Program**

**APPENDIX A – Process for Natural Health Product Requests**

