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|  **Controlled Medications - Administration**  | NO.  |
| **Policy**Medications included in the Drug Enforcement Administration (DEA) classification as controlled substances are subject to special handling, storage, disposal, and record keeping in the facility, in accordance with federal and state laws and regulations.**Procedures**1. The Director of Nursing and the consultant pharmacist maintain the facility’s compliance with federal and state laws and regulations in the handling of controlled medications. Only authorized licensed nursing and pharmacy personnel have access to controlled medications.
2. Medications listed in Schedule II are stored under double lock in a locked cabinet or safe designated for that purpose. The access key to Schedule II mediations is not the same key giving access to other medications. The medication nurse on duty maintains possession of the key to controlled medication storage areas. Back-up keys to all medication storage areas, including those for controlled medications, are kept by the Director of Nursing.
3. Except for the emergency supply, Schedule II controlled medications are delivered to the facility only upon written prescription from the prescribing physician. In an emergency situation, the pharmacist can accept a telephone order. A follow-up written prescription is sent to the pharmacy by the facility or the prescriber within 72 hours.
4. Medications listed in Schedules II, III, IV and V are dispensed by the pharmacy in readily accountable quanities.
5. A controlled medication accountability record is provided with all Schedule II, III, IV and V medications as requested by facility. The following information is completed:
* Name of resident
* Prescription number
* Name, strength and dosage form of medication
* Date received
* Quantity received
* Name of person receiving medication supply
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|  **Controlled Medications - Administration**  | NO.  |
| 1. When a controlled medication with a continuous count sheet is administered, the licensed nurse administering the medication immediately enters all of the following information on the controlled substance record:
	* Date and time of administration
	* Amount administered
	* Signature of the nurse administering the dose, completed after the medication is actually administered
	* Quantity remaining
2. When a dose of a controlled medication is removed from the unit dose system for administration but refused by the resident or not given for any reason, it must be destroyed in the presence of two licensed nurses and the disposal documented on the accountability record on the line representing that dose. The same process applies to the disposal of unused partial tablets and unused portions of single dose ampules.
3. If accredited, JCAHO requires at each shift change, a physical inventory of all controlled medications conducted by two licensed nurses and documented on an audit record.
4. When completed, controlled substance records are submitted to the Director of Nursing and kept in the patient’s clinical record with the MAR as part of the resident’s permanent record.
5. Any discrepancy in controlled substance medication counts is reported to the Director of Nursing immediately. The director or designee investigates and makes every reasonable effort to reconcile all reported discrepancies. Irreconcilable discrepancies are documented by the Director of Nursing in a report to the Administrator. If a major discrepancy or a pattern of discrepancies occurs, the Director of Nursing notified the Administrator immediately. A determination will be made by the Administrator and the Director of Nursing concerning further action to be taken and/or notification of enforcement agencies.
6. Controlled medications are not surrendered to anyone, including the resident’s physician, unless released for a resident on pass, therapeutic leave, or upon discharge with a physician’s order. Controlled medications may be surrendered to DEA or other law enforcement officials functioning in a professional capacity in exchange for a receipt documenting the transaction.
7. After an order has been discontinued, controlled medications should be destroyed immediately by two licensed professionals or if necessary kept in a securely locked area with restricted access until destroyed as directed by law. Controlled substances cannot be returned to the pharmacy for credit.
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