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|  Controlled Medications – Ordering and Receipt  | NO.  |
| PolicyMedications included in the Drug Enforcement Administration classification as controlled substances, and medications classified as controlled substances by state law, are subject to special ordering, receipt, and record keeping requirements in the facility, in accordance with federal and state laws and regulations.Procedures1. 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. Schedule II controlled medications prescribed for a specific resident are delivered to the facility when a written prescription has been received by the pharmacy prior to dispensing. The pharmacy must receive a new prescription signed by the physician for each schedule II new and refill order.
3. Medications listed in schedules II, III, IV and V are dispensed by the pharmacy in readily accountable quantities and containers designed for easy counting of contents. Medication in schedule III, VI and V may be sent with continuous count sheets as requested by facility.
4. When receiving or checking in a schedule II controlled substance medication for a resident, the following information is completed:
* Name of resident
* Prescription number
* Drug name, strength (if designated), and dosage form of medication
* Date received
* Quantity received
* Name of person receiving the medication supply

THE FORM USED TO CHECK IN A SCHEDULE II CONTROLLED SUBSTANCE IS ALSO USED AS THE SPECIAL DOSE ADMINISTRATION RECORD REQUIRED BY FEDERAL GUIDELINES |
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|  Controlled Medications – Ordering and Receipt  | NO.  |
| 1. Medications listed in schedules II are stored under double lock in a locked cabinet or safe designated for the purpose. The medication nurse on duty maintains possession of a key to controlled medications. Back-up keys to all medication storage areas, including those for controlled medications, are kept by the director of nursing.
2. From time to time the pharmacist and facility may designate a particular drug, which is not mandated as a controlled substance by state or federal laws and subject to abuse or diversion, to be handled under these procedures for controlled medications.
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