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|  CONTROLLED SUBSTANCE HANDLING, ACCOUNTING AND DOCUMENTATION | NO.  |
| PURPOSE:Guideline for special handling, storage, disposal and record-keeping requirements for Controlled Substances. Includes: Schedules II, III, and IV medications.STATEMENT OF POLICY:The facility will follow the guidelines for special handling of Controlled Substances to maintain compliance and an accurate accounting for these types of medications.PROCEDURE:1. Licensed nurses will complete a shift-to-shift count of controlled substances in the medication cart. The on-coming nurse cannot accept the keys to the cart until she verified the count with the off-going nurse. No shortcuts are permitted in this process.
2. Controlled substances consisting of Schedules II, III, IV medications will be kept under double-lock conditions. The key to the separately locked storage area is not the same key that is used to gain access to other drugs. The medication nurse or medication aide on duty at the time will maintain possession of the key.
3. Proof of use records in the form of a declining inventory record, are to be maintained for all Schedules II, III, and IV drugs. The following information will be recorded for each controlled substance.
4. Name of Resident
5. Physician name
6. Prescription number
7. Name and strength of the drug
8. Date received by the facility
9. Original amount dispensed.
10. Dose administered
11. Signature of person administering the dose.
12. The licensed nurse, on coming and off going will both sign the log documenting the accuracy of the count each shift.
13. Any discrepancy in the inventory of controlled substance is to be reported to the Director of Nursing immediately. The Director of Nursing is responsible for investigating and making reasonable effort to reconcile all reported discrepancies. If the discrepancy is not reconciled, the Director of Nursing is to document the details on the audit record, including the possible shift or persons responsible for the discrepancy, and efforts to reconcile it.
14. If possible diversion is suspected in a major discrepancy or pattern of discrepancies, or if criminal activity is suspected, the Administrator and Pharmacy Consultant must be notified immediately.
15. The EDK (Emergency Drug Kit) containing controlled substances must also be reconciled each shift and documented by both nurses. Any discrepancy found in the EDK will be managed as in # 4. And #5. As needed.

This policy is adopted from the Policy and Procedure Manual of American Pharmaceutical Services. (Omnicare) |
| Approved: | Effective Date: | Revision Date: | Change No.: | Page: 1 of 1 |