



MEDICATION KEY SECURITY – R-V-10

POLICY:

The keys to the medication cupboard will be in the possession of the person responsible for medication administration and the appropriate documentation will be done at the time keys are transferred.

PURPOSE:

To ensure medication key security.

PROCEDURE:

1. At the change of shift and at any time the medication keys are transferred to another authorized personnel, a controlled drug count will be done and staff both giving and receiving the keys will sign the Controlled Drug Administration and Count Record (see Appendix A sample 1 and 2) in accordance with Controlled Drugs-To Obtain, Administer and Store Policy R-V-5. Authorized personnel are those staff/students who have attended the full day Medication and Treatment in-service.
2. The medication keys will remain in the possession of the person responsible for medication administration during their shift and/or until they are relieved.
3. If the staff member in possession of the medication keys is leaving the home with the Individuals, leaving no one behind, the keys should remain in their possession.
4. If the medication keys are inadvertently left in possession of the staff going off shift, they are to be returned as soon as possible and the person returning them shall complete an Incident Report.
5. The Supervisor/designate must be notified immediately when keys are missing.

RECOMMENDED BY: Director, Community Services

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Community Services

ORIGINAL POLICY DATE: April 1992

AUTHORIZED BY: Executive Director

SIGNATURE:

