

Policy & Procedure Manual

**CONTROLLED DRUGS – TO OBTAIN, STORE
AND ADMINISTER – R-V-5**

POLICY:

Controlled drugs shall be received, stored, administered and disposed of in accordance with the appropriate Acts, Regulations and Standards of Good Practice.

PURPOSE:

To ensure secure storage and accurate documentation of the receipt, distribution and disposal of controlled drugs in the group homes.

The following classifications of drugs and some examples of each will be considered Controlled Drugs:

- Narcotics and opioid analgesics: Tylenol #1-4, Oxycocet, Morphine, Hydromorphone
- Anxiolytics: Lorazepam, Clonazepam, Diazepam, buspirone
- Antidepressants: citalopram, bupropion, venlafaxine, sertraline
- Antipsychotics: risperidone, olanzapine, quetiapine, haloperidol
- CNS stimulants: methylphenidate, Concerta, Adderall
- Hypnotics: zopiclone, zolpidem, trazodone

It is the responsibility of the staff in the group home to ensure, when an order is received for an individual, the medication is researched to determine if it falls into the above listed classification of Controlled Drugs.

PROCEDURE:

I. PRN Controlled Drugs

Ordering and Receiving PRN Controlled Drugs:

1. The Physician's order is processed in accordance with policy R-V-1, Processing Physician's Orders.
2. PRN Controlled drugs are ordered in accordance with policy R-V-4, Reordering Medications.



POLICY: R-V-5
DEPARTMENT: Community Services
CATEGORY: Medication and Treatment
EFFECTIVE DATE: April 2018
SUPERSEDES VERSION DATED: December 2015
Page 2 of 4

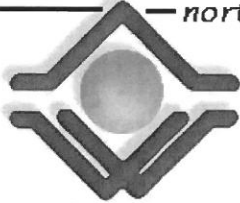
3. All PRN Controlled medication pouches received from Janzen's Pharmacy will be placed in the individual's Pouch Porter which is stored in the locked medication cupboard. Immediately upon receipt, controlled PRN medications are to be counted and added to the Count Sheet (see Appendix A).
4. When a PRN controlled medication needs to be ordered call the Pharmacist and give the name of the individual, the prescription number on the medication treatment card/vial, the name of the agency and the home. **Whether the medication is picked up at Janzen's Pharmacy or delivered to the group home, the staff receiving the medication will be required to show their OPTIONS Employee Identification Card or, if not available, their own personal Photo Identification. This is in accordance with the Ministry of Health and Long Term Care requirements.** When the medication arrives from the Pharmacy follow procedure in #3 above for counting and storing.

Documentation of PRN Controlled Drug Administration:

1. Document the administration of PRN Controlled Drugs in the individual's progress notes and on the Partial MAR sheet as per policy – R-V-3, Documentation of Medication and Treatment Administration.
2. Administration of PRN Controlled Drugs must also be documented in blue/black ink on the Controlled Drug Administration and Count Record kept in the medication room (see Appendix A sample 2).
3. When taking out or returning any travel vials of PRN controlled medication the staff who is assigned to do the administration will record this on the Controlled Drug Administration and Count Record. This will be entered in blue/black ink (see Appendix A sample 3).

Counting PRN Controlled Drugs:

1. The balances of all PRN controlled drugs are counted, recorded and signed for on the Controlled Drug Administration and Count Record in blue/black ink at each shift change and at any time the medication keys are transferred to another staff member.
2. PRN Controlled Drugs are counted with both the medication person completing their shift /transferring keys, together with the staff member arriving on duty as follows:
 - a) The staff member taking possession of the medication keys will count the balance of all PRN Controlled Drugs in the medication cupboard.



- b) On the Controlled Drug Administration and Count Record sheet the staff member transferring keys over will record the date and time, and under individual's name indicate "shift change" or "transfer of keys". Verify and record the balance of all PRN controlled drugs on the sheet with the staff counting the PRN controlled drugs (see Appendix A sample 4 and sample 11).
 - c) If the counts on the Controlled Drug Administration and Count Record balance with the amount on the medication cards and in the vials, both staff will sign the sheet in the space provided (see Appendix A sample 5).
 - d) When the Controlled Drug Administration and Count Record sheet is full indicate the balance of all controlled drugs in blue/black ink at the bottom of the page in the section marked page balance (see Appendix A sample 6). Forward these totals in blue/black ink to the top of the new page in the section marked balance forward (see Appendix A sample 7). The completed Controlled Drug Administration and Count Record sheet will be placed behind the new sheet in the binder.
 - e) Any discrepancy between the amount recorded and the actual amount of medication must be accounted for before the medication person goes off duty.
3. A medication incident has occurred when a discrepancy in the drug count cannot be resolved or an investigation of the miscount reveals an error or omission has actually occurred. An Incident Report will be completed, indicating it is a medication incident at the top of the form in accordance with Medication Treatment Incident Reporting Policy R-V-9.
 4. Any discontinued or expired PRN Controlled medications will remain in the section marked discontinued/expired controlled drug pouches. These will continue to be counted at change of shift or whenever the keys are handed over to another staff member. The discontinued or expired PRN pouch will be flagged by highlighting the drug pouch label with a pink highlighter. Within 24 hours notify Janzen's Pharmacy to pick up the card/s. Staff are not to return controlled drugs to the pharmacy. When Janzen's picks up the discontinued/expired PRN controlled drug pouch(s), enter this information on the Controlled Drug Administration and Count Record Sheet in blue/black ink (see Appendix A sample 8) Place the medications in the Janzen's courier bag. Notify the Pharmacy of pending return and fax return information to the Pharmacy. Janzen's Pharmacy staff will fax to verify receipt of discontinued medications.
 5. Any PRN controlled medication which needs to be wasted because it has been dropped on the floor will be kept aside in a medication cup and locked in the medication cupboard until a PRN controlled drug count is performed. The wasted PRN controlled medication will be verified by the second staff and disposed of in the biohazard container. When the biohazard container is full contact Janzen's for pick up.



II. Next Week's PacMed Pouches that are given Daily

Ordering and Receiving Controlled Drugs that are Given Daily

1. Physician's orders are processed in accordance with policy R-V-1, Processing Physician's Orders.
2. Controlled drugs given daily are ordered in accordance with policy R-V-4, Reordering Medications.
3. All regularly scheduled PacMed rolls that contain controlled medications are to be counted then added to the Count Sheet before being placed in the individual's Pouch Porter which is stored in the locked medication cupboard.
4. All controlled drug pouches for medications given daily, received from Janzen's Pharmacy will be kept locked and separate. The PacMed Pouches will be counted, and the total number entered in blue/black ink on the Controlled Drug Administration and Count Record (see Appendix A sample 9).
5. Any PacMed Pouches of discontinued controlled medication which is given daily will be placed on the PRN rack in the section marked discontinued/expired controlled drug pouches. It will be entered in blue/black ink on the Controlled Drug Administration and Count Record (see Appendix A sample 12). Notify Janzen's Pharmacy within 24 hours to pick them up. Staff is not to transport controlled medication to the Pharmacy. These will continue to be counted in blue/black ink until Janzen's picks up the discontinued controlled drug pouch. When Janzen's picks up the controlled PacMed pouch this will be recorded on the Controlled Drug Administration and Count Record (see Appendix A sample 14) Place the medications in the Janzen's courier bag. Notify the Pharmacy of pending returns and fax any return information to Pharmacy. Pharmacy staff will fax to verify receipt of discontinued medications.

RECOMMENDED BY: Director, Community Services

APPENDICES: 1

OPERATIONAL ACCOUNTABILITY: Administration, Community Services

ORIGINAL POLICY DATE: October 1995

AUTHORIZED BY: Executive Director

SIGNATURE: _____

CONTROLLED DRUG ADMINISTRATION AND COUNT RECORD													
Group Home:													
Date	Time	Name of Person Supported	Dose	Signature	Medication Keys		John Doe Ativan 1 mg	Jane Smith Ativan 1 mg - Travel Vial	Jane Smith Ativan 5 mg	Controlled Drug Card (daily)	Jane Smith Ativan 1 mg		
					Given	Received							
							10	1	16		(sample 7)		
Feb 21/10	14:00	J. Doe	12 tabs Ativan received from Pharmacy	L. Giffkins			22	Sample 1					
Feb 21/10	15:30	J. Doe	i tab	L. Giffkins			21	Sample 2					
Feb 22/10	10:00	J. Doe	i tab travel vial	L. Giffkins				0			Sample 3		
Feb 22/10	13:00	J. Doe	i tab travel vial	L. Giffkins				1					
Feb 22/10	15:30		shift change										
Feb 26/10	14:00	returned discontinued Ativan to pharmacy 21 tabs Ativan		L. Giffkins	J. Smith		21	1	16		(Sample 4 & 5)		
Feb 28/10	10:00	received 9 controlled drug cards		L. Giffkins			0				(Sample 8 & 9)		
Feb 28/10	15:30	transfer of keys		L. Giffkins				1	16	9	(Sample 10)		
Feb 28/10	18:00	J. Smith Ativan given daily discontinued		L. Giffkins	J. Smith		0	1	16	9	(Sample 11)		
Mar 1/10	05:00	controlled drug cards removed from count		L. Giffkins						0	(Sample 12)		
Mar 1/10	10:00	Returned to pharmacy 12 tabs Ativan		L. Giffkins						0	(Sample 13)		
											(Sample 14 & 15)		
Page Balance:										10	1	16	(Sample 6)

