

Policy & Procedure Manual

MEDICATION WASTAGE/DISPOSAL – R-V-7

POLICY:

Two containers will be provided for the disposal of wasted and discontinued medications. When disposing of medications accurate records will be maintained and medications will be reordered as required.

PURPOSE:

1. To ensure that medication is replaced when wasted, if necessary.
2. To ensure a consistent method is maintained for the disposal of medication.
3. To ensure an accurate record is maintained when medication is wasted/disposed of.

An Incident Report will be completed according to Incident Report and Follow-up - Policy AD-I-6 as indicated for each of the following reasons medication may need to be wasted/disposed of. For the purpose of this policy wastage is defined as:

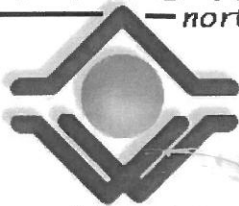
- a) Medication returned from LOA – incident report
- b) Medication that is dropped prior to administration – no incident report
- c) Medication that is spit out by the individual – incident report
- d) Refused medications – incident report
- e) Liquid medication that is spilled or the bottle broken – no incident report
- f) Discontinued medications – no incident report
- g) Expired medications – no incident report

PROCEDURE:

I. DISPOSAL OF MEDICATION

1. Disposal of LOA Medication:

Any single tablets returning from a LOA will be disposed of in the Biohazard Container.



2. Disposal of a Tablet(s) that is Whole:

Non-controlled medication that has been dropped prior to administration shall be placed in the locked Medication Wastage/Disposal Box located in the medication area. The Medication Wastage/Disposal form will be completed and placed in the box (see Appendix A sample 1).

Any controlled medication that is wasted prior to administration will be kept aside in a medication cup and placed in a locked cupboard until a Controlled Drug count is done. The wasted controlled medication will be verified by the second staff and disposed of in the biohazard container. The Controlled Drug Administration and Count Record will be completed (see Appendix B sample 1). When the biohazard container is full contact Janzen's for pick up.

3. Disposal of Medication that is Not Whole

Medication that has been spit out and/or refused by an individual and has been mixed with food will be disposed of. Complete the Medication Wastage/Disposal form located in the locked Medication Wastage/Disposal box in the Medication area (see Appendix A sample 2).

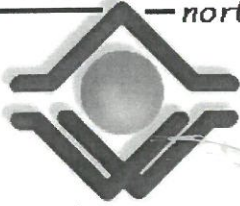
4. Disposal of Liquid Medication

Liquid medication that spills and/or the bottle breaks will be wiped up and the glass disposed of according to Routine Practices for Residential Settings Policy R-X-4. Complete the Medication Wastage/Disposal form located in the locked Medication Wastage/Disposal box in the Medication area (see Appendix A sample 3).

5. Discontinued/Expired Medication

Non-controlled medication that is discontinued or has expired shall be placed in the locked Medication Wastage/Disposal Box located in the medication area. The Medication Wastage/Disposal form will be completed and placed in the box (see Appendix A sample 4).

If the medication is a controlled drug it shall be placed in the section marked discontinued/expired controlled drugs. It will be added to the Controlled Drug Administration and Count Record (see Appendix B sample 2) and will continue to be counted in accordance with Controlled Drugs – To Obtain, Store and Administer Policy R-V-5 until Janzen's Pharmacy picks it up. When Janzen's picks up the medication it will be taken off the Controlled Drug Administration and Count Record medication (see Appendix B sample 3). Staff will not transport controlled drugs to the Pharmacy.



II. DISPOSAL OF MEDICATIONS IN THE WASTAGE/DISPOSAL BOX

1. At the End of the Month

Night staff will verify all medications from the Medication Wastage/Disposal Box with the Medication Wastage/Disposal form. Any discrepancies will be reported to the Supervisor as soon as possible and an Incident Report will be completed. Place the wasted medications/treatments and the form in a plastic bag and call Janzen's for pick up.

III. REORDERING WASTED/DISPOSED MEDICATIONS

1. Wastage During Administration

If a bottle of liquid medication breaks or spills it will be reordered as soon as possible by calling Janzen's. Give them the name of the individual, order number of the medication and make arrangements for pick-up or delivery.

If a tablet is dropped on the floor during administration the medication to be administered will be obtained from the last dose on that PacMed roll. Contact Janzen's as soon as possible to order the dose used according to Reordering Medication Policy R-V-4.

The staff administering medications on the last day of the month, upon finding the spot empty, will use the extra dose supplied by Janzen's.

RECOMMENDED BY: Director, Community Services

APPENDICES: 2

OPERATIONAL ACCOUNTABILITY: Administration, Community Services

ORIGINAL POLICY DATE: March 1994

AUTHORIZED BY: Executive Director

SIGNATURE:

OPTIONS northwest
MEDICATION WASTAGE/DISPOSAL

LOCATION: _____

| DATE | INDIVIDUAL'S NAME | MEDICATION & DOSAGE | AMOUNT | REASON FOR WASTAGE/DISPOSAL | SIGNATURE |
|-----------------|-------------------|---------------------|---------|---|------------|
| SAMPLE 1 | | | | | |
| Oct. 30/14 | Jane Doe | Tylenol 325mg. | 1 tab | Dropped on the floor | L. Gifkins |
| SAMPLE 2 | | | | | |
| Oct. 30/14 | Jack Smith | Dilantin 50mg | 1 tab | Refused meds mixed with fruit - disposed of | J. Smith |
| SAMPLE 3 | | | | | |
| Oct. 30/14 | John Doe | Valproate | Unknown | Spilled | T. Jones |
| SAMPLE 4 | | | | | |
| Oct 30/14 | Sarah Doe | Zantac 75mg | 5 tabs | Discontinued | L. Gifkins |
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OPTIONS northwest
MEDICATION WASTAGE/DISPOSAL

LOCATION: _____

| DATE | INDIVIDUAL'S NAME | MEDICATION & DOSAGE | AMOUNT | REASON FOR WASTAGE/DISPOSAL | SIGNATURE |
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