POLICY
It is the policy of this facility to ensure the proper handling and tracking of controlled medications. Controlled medications will be subject to special receipt, record-keeping, medication assistance, change of shift count verification, storage and disposal procedures.

PROCEDURE

RECEIPT:

• A shipping invoice accompanies all orders for controlled medications.
• Inventory all controlled medications upon receipt by verifying the name of the medication and the number or amount of medication received.
• The shipping invoice is to be signed by the individual receiving the order and responsible for the controlled medications on that shift.
• Fax the signed shipping invoice to the dispensing pharmacy and retain the original in the Community.
• Notify the dispensing pharmacy immediately of any discrepancies.
• Controlled medications for a resident who is self-administering will be delivered directly to the Resident by the delivery person.
• If a resident is not available to sign for receipt of self-administered medications, log the controlled medication in to the controlled medication audit system until the Resident is available.
• When the self-administering Resident is available, count their controlled medications with them and both of you sign the documentation on the Individual Resident’s Narcotic Record, which you then file in their resident chart.

RECORD-KEEPING:

• Log all controlled medications on to an Individual Resident’s Narcotic Record form.
• Document the Rx number, resident’s name, delivery date, medication name, dosage frequency and quantity on the Individual Resident’s Narcotic Record form—a duplicate pharmacy label provided by the pharmacy may be used for this purpose—and sign the form.
• Place controlled drugs received from the pharmacy in a double-locked container immediately after they have been inventoried and the form for each medication has been signed as received.
CHANGE OF SHIFT VERIFICATION-NARCOTIC COUNT:

- At the change of shift, the on-coming and out-going staff persons jointly count all controlled medications, including discontinued or expired medications awaiting destruction.
- The out-going staff person will read the Individual Resident’s Narcotic Record book pages while the on-coming person examines the containers of controlled medications.
- The Shift-to-Shift Narcotic Count Verification form will be signed by both the outgoing and the on-coming staff person at each change of shift, if the count is verified by two staff persons.
- In the event a staff person is working two consecutive shifts and an appropriate (i.e., Administrator, RCC, or designee) second person is not available, the staff person would sign at the normal change of shift time for both shifts worked.

DISCREPANCIES:

- If a count discrepancy occurs in the change of shift verification, an investigation is made immediately to determine the error by the staff persons associated with the medication delivery system.
- If the count cannot be reconciled:
  - Anyone associated with the administration or assistance of medication may not leave the facility. Only the Administrator or the administrator designee in charge may dismiss the staff persons involved in the controlled medication count if a count discrepancy occurs.
  - The Community Administrator is called.
  - The Administrator attempts to reconcile the count.
- If the count still cannot be reconciled:
  - An Incident/Occurrence form is filled out.
  - The pharmacy is notified via fax, and a replacement requested if necessary.

STORAGE:

All narcotics will be stored under a double lock system.

DISPOSAL:

- The Community will follow the contracted pharmacy policy and procedure for destruction and disposal of controlled substances.
• Unless otherwise specified in state or pharmacy regulations, the destruction/disposal process of controlled medications should always include two licensed persons (not specifically limited to health care professionals, and includes the Community Administrator). Ideally, one of the two licensed persons is not routinely involved with administration or assistance with medications.
• Discontinued controlled medications will be stored in a double-locked area and counted each shift until they are properly disposed.
• Controlled medications are not returned to the pharmacy.
• All expired, deteriorated, discontinued or unwanted controlled substances in the Community shall be destroyed in a timely manner.
• Documentation on the narcotic record will include the date of disposition, names and signatures of both the person disposing of the medication and the licensed witness, and the method of disposition.

a. **Medication Disposal Log** – log each medication disposal event, to specify
   - Resident name
   - Medication name
   - Prescription number
   - Disposal date
   - Disposal amount
   - Reason for disposal
   - Method of disposal (see form)
   - *Validating signatures/s (as directed)

*The Executive Director (or designee) shall inform/train staff if signing must meet a state regulation to other requirement (such as signature from pharmacist, staff witness or supervisor, other specification).

1. Remove forms from the MAR binder after they are no longer current, and deliver to the nurse for storage/retention.

**FORMS**

Medication Disposal Log
Shift Count Narcotics Verification
Individual Resident’s Narcotic Record