DHS
Seniors and
People with
Disabilities

STATE-OPERATED COMMUNITY PROGRAMS June 1, 2002 24-HOUR RESIDENTIAL POLICIES AND PROCEDURES #4.006

Health: Medical Administration - Controlled Medication Count

OAR 309-049-0075(3)(5)(6)(8)

POLICY:

An accurate count of all controlled medications is the responsibility of each RN or trained non-licensed personnel accepting responsibility for passing medications. Medication availability and use status will be documented per shift for each individual client. Quality assurance records for receiving, dispensing, and disposal of all controlled medications will be maintained.

PROCEDURE:

- A. Controlled medication will be counted and signed on the controlled medication count sheet by the RN or non-licensed person passing medications on duty when:
 - 1. Received from the pharmacy.
 - 2. Between shifts, by both shifts, even if discontinued, until properly disposed of. (One person designated to pass medications coming on shift to count the scheduled medications with one person designated to pass medications going off shift verifying the count.)
 - 3. Dispensed to client.
- B. The controlled medication count sheet will reflect an accurate count at all times. Any discrepancies will be documented on the bottom of the count sheet and a medical incident report will be filed.
- C. The Nurse Manager or Site Manager will be notified in a timely manner.
- D. Discontinued, contaminated or expired controlled medications will be kept by nursing staff or staff passing medications in a locked cupboard until the Nurse/Site Manager is available for disposal:
 - Documentation of all controlled medication disposal will be verified by two RN's or non-licensed personnel trained to pass medications on all occasions and documented on the drug disposal form found in the Scheduled Medication Count book. The Nurse/Site Manager will

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documented disposal of controlled medications per Oregon Administrative Rules and Board of Pharmacy Rules.

- 2. <u>Exception</u>: Liquid spill of controlled medication while only one RN or staff trained to pass medications on duty may be documented and verified by non-licensed personnel.
- E. Should controlled medications be sent with another staff for administration while away from the facility, the staff person administering the medication will sign the count sheet with the RN or non-licensed person passing medications to verify accuracy of the count. While the scheduled medication is "out of home" the name of the "responsible other" and location of the medication, i.e. school, work site, parental visit, etc. will be noted on the back of the Medication Administration Record (MAR).
- F. Schedule II through V controlled medication will be kept in a locked cupboard or a locked box at a specifically designated location.

Approved by:		Date:	
	Jon cooper, Director		

State Operated Community Program

■ See "Form Search Directions" at beginning of binder. Check the "Forms Server" for the <u>most current version</u> as forms are updated regularly.

4.006 Health: Controlled Medication Count (forms)

Attach	DHS#	Name:	Date	Mandatory/Tool
	4664	Telephone Orders	08/09	4.004 Tool
	4554	Balancing Test	01/07	4.006 Mandatory
	4573	Medication Administration Record (MAR)	04/08	Mandatory
	4630	Medication Incident Report (Pads available at Central Office)	10/08	Mandatory
	4621	Addendum to Physician Orders Medication Administration Irregularities Physician's Directions	09/09	Mandatory
	4576	Physician Visit Orders	06/07	Mandatory
	4571	Psychotropic Drug Record	11/09	
	4570	Individual Narcotic Count Sheet (<i>Keep 6 months/ destroy</i>)	01/07	
	4590	Drug Disposal Sheet	03/10	Mandatory
	4663	Medication Administration Accountability Sign- Off Sheet	09/09	4.012 Mandatory

2.006_Forms list.doc (03/10)

Policy research table: 4.006 Health: Controlled Mediation Count

(6) (8) 411-325-0120 (1) (b,c)(f) (10g) http://arcweb.sos.state.	Accurate controlled Medications, purchasing, counting, storage, documenting and training. (10g) – Controlled medication signature witness 411-325-0360 (1)(a,b) Psychotropic
http://arcweb.sos.state. or.us/rules/OARS_400 /OAR_411/411_325.h tml	411-325-0360 (1)(a,b) Psychotropic Medications and Medications for Behavior
SOCP overlap	• 2.010 Training • 4.007 Individual Health Care
policies:	• 3.001 Behavior Support • 4.008 Nurse / Client
	• 4.004 Health Medica; • 4.010 Medication
FORMS /	4554 Balancing Test
TOOLS:	4573 Medication Admin. Record (MAR)
	4630 Medication Incident Report (MIR)
	4621 Addendum to Physician's Directions Attach D