

POLICY:

It is the policy of this program not to keep any contaminated, discontinued, unused, outdated or recalled drugs or drug containers with worn, illegible, or missing labels in the home. A written record will be maintained on the disposal of all non-controlled medications. A written record will also be maintained on the return of all controlled substances. All entries made on the Drug Disposal Form will include the date.

PROCEDURE:

1. CONTROLLED MEDICATION

- a. When a controlled medication is discontinued by physician's order or the expiration date on the prescription indicates the drug is outdated, staff will notify the Site Manager. If in doubt regarding a drug's status as a controlled substance, the pharmacist will be contacted.
- b. When a controlled medication is contaminated by being dropped on the floor or in some other manner, the staff member will place the contaminated medication in an envelope noting the date, name of individual, name of drug, number, and dosage of the medication on the envelope and reporting to Site Manager.
- c. The Site Manager, within three days of notification, will make an entry on the Drug Disposal Form for each controlled drug that is discontinued, outdated or contaminated as well as controlled drugs that have been recalled. Any controlled drugs that are unused, outdated, contaminated or recalled will be disposed of by flushing down the toilet. Proof of disposal will be documented by the staff signature and a Manager/RN signature on the Drug Disposal Form. All entries made on the Drug Disposal Form will include the date.

2. NON-CONTROLLED MEDICATION

- a. Staff giving medication will notify the Site Manager when a medication has been discontinued, is outdated, or is contaminated as the event occurs.
- b. Any non-controlled drugs that are unused, outdated, contaminated or recalled will be disposed of by flushing down the toilet. Proof of disposal will be documented by the staff signature and a witness signature on the Drug Disposal Form.

Approved by: _____ Date: _____
Jon Cooper, Director

Notes on Nursing

The medical homes have been busy with outings and parties. Eliot House 1 hosted a Saint Patrick's Day party organized by **Lori Gruenwald** and **Joan Amato**. Clients from the medical homes attended the SOCP Saint Patrick's Day party at Rickreall and enjoyed the festivities.

The outreach nurses have moved and their new office is located at the

little house at Milton St Group Home.

Lizz Pierce-Green is the Medication Administration Class main trainer with **Clare Chevalier** as her back-up as needed.

Staff and clients will be seeing **Nora Castillo**, LPN and **Lisa Neal**, LPN in the homes doing MAR and TAR reviews. Please make them feel welcome when you see them at your home.

The **Outreach nurses** will be in the homes at all different hours doing assessments of client charts, MAR/TAR's, medication cabinets and other forms used in the home for client drug counts and disposal. This is a positive for the program as it trains all the house staff and nursing staff to maintain client records and medications appropriately.

Proper disposal of medications

Just a reminder, to use the *updated* **DHS 4590 Drug Disposal Sheet** posted on the Forms Server <http://dhsforms.hr.state.or.us/Forms/Served/DE4590.pdf>

Due to the many issues, in different counties, surrounding the disposal of medications in sharps SOCP will no longer use sharps for our medication(s) disposal. SOCP has developed 2 disposal options.

Medications must remain in the bubble wrap with both options.

Preferred method: Contact the pharmacy and check for acceptance –requires 1 signature.

Alternate method: Contact the SOCP Outreach Nurse – requires 2 signatures.

The Alternate method utilizing the SOCP Outreach Nurse requires the first signature of either: Site manager, BVS1, BVS2 or Program Manager and the second signature will be the Outreach Nurse.

- Keep the original DHS 4590 form on file in the home (for 2 years).
- Send a copy of the DHS 4590 with the Outreach nurse.

Upon arrival at the Central Office/Milton Nurse's station; two additional signatures are required, the Nurse Manager and a witness/outreach nurse.

If you have questions or need clarification please call or email me for assistance.

Enjoy the spring weather that brings flowers and sunshine.

Nurse Supervisor, Linda Fiegi

DHS 4590 Drug Disposal Sheet

Oregon Department of Human Services
Division of Community Health Services
Main Care/Community Program

Date:	Client's name:	Drug description: NDC, lot#, exp. date	Dose:	Amount:	Reason for disposal				Method of disposal:		Disposal signatures:	
mm/dd/yyyy					Abused	Outdated	Unused	Other	Return to pharmacy or Central Office	Other	House required signatures:	Central Office required signatures:
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1- Nurse manager	2- Witness
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
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					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

* NOTE: Pharmacy disposal requires signature of a staff or manager at the house.
Original Drug Disposal sheet remains at the house for two (2) years and a copy goes with the outreach nurse. SEE BACK for process details.

OSHA Requirements: OAR 411-122-120 Medication Administration, Medication Storage and Disposal of Medications DHS 4590 (03/10)

Policy research table: 4.010 Health: Medication Disposal

OAR	Issue/Description:	Research reference materials / Contacts/links:
<p>309-049-0075(11) 411-325-0120 (10)(a-g) p. 25</p> <p>http://arcweb.sos.state.or.us/rules/OARS_400/OAR_411/411_325.html</p>	<p>Unused, discontinued, outdated, recalled and contaminated medications. Tracking and written record of disposal</p>	<ul style="list-style-type: none"> Medication Administration Manual
<p>SOCP overlap policies:</p>	<ul style="list-style-type: none"> 2.010 Training 	<ul style="list-style-type: none"> 4.006 Controlled Medications
<p>FORMS / TOOLS:</p>	<p>4570 Individual Narcotic Count Sheet</p> <p>4573 Medication Administration Record (MAR)</p> <p>4621 Addendum to Physician's Directions: Medication Administration Irregularities (MAR)</p> <p>4571 Psychotropic Drug Record</p>	<p>4630 Medication Incident Report (MIR)</p> <p>4590 Drug Disposal Sheet</p> <p>4663 Medication Administration Accountability Sign-off Sheet</p>

