DHS Seniors and

People with Disabilities

24-HOUR RESIDENTIAL POLICIES AND PROCEDURES

STATE-OPERATED COMMUNITY PROGRAMS

June 1, 2002 #4.010

**HEALTH: Medical Services - Medication Disposal** 

OAR 309-049-0075(11)

#### **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It is the policy of this program not to keep any contaminated, discontinued, unused, outdated or recalled drugs or drug containers with worn, illegible, or missing labels in the home.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medication is discontinued by physician's order or the expiration date on the prescription indicates the drug is outdated, staff will notify the Site Manager.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three days of notification, will make an entry on the Drug Disposal Form for each controlled drug that is discontinued, outdated or contaminated as well as controlled drugs that have been recalled. Any controlled drugs that are unused, outdated, contaminated or recalled will be disposed of by flushing down the toilet.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.

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### 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- a. Staff giving medication will notify the Site Manager when a medication has been discontinued, is outdated, or is contaminated as the event occurs.
- b. Any non-controlled drugs that are unused, outdated, contaminated or recalled will be disposed of by flushing down the toilet.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 fell 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 <u>updated</u> **DHS 4590 Drug Disposal Sheet** posted on the Forms Server <a href="http://dhsforms.hr.state.or.us/Forms/Served/DE4590.pdf">http://dhsforms.hr.state.or.us/Forms/Served/DE4590.pdf</a>

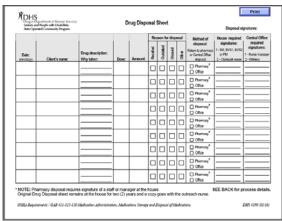
Due to the many issues, in different counties, surrounding the disposal of medications in sharps SOCP will no longer use sharps for our medication(s) disposal. SOCP has developed 2 disposal options.

Medications must remain in the bubble wrap with both options.

☐ Perferred 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** 

Policy research table: 4.010 Health: Medication Disposal

OVB	Issue/Description:	Pasaarch reference materials / Contacts/links:
309-049-0075 (11) 411-325-0120 (10)(a- g) p. 25	Unused, discontinued, outdated, recalled and contaminated medications. Tracking and written record of disposal	Medication Administration Manual
http://arcweb.sos.state. or.us/rules/OARS_400 /OAR_411/411_325.h tml		
SOCP overlap policies:	• 2.010 Training	• 4.006 Controlled Medications
FORMS/	4570 Individual Narcotic Count Sheet	4630 Medication Incident Report (MIR)
TOOLS:	4573 Medication Administration Record (MAR)	(AR) 4590 Drug Disposal Sheet
	4621 Addendum to Physician's Directions: Medication Administration Irregularities (MAR)	edication 4663 Medication Administration Accountability Sign- off Sheet
	4571 Psychotropic Drug Record	

### **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.

# 4.010 Health: Medication Disposal related (forms)

Attach	DHS#	Name:	Date	Mandatory/Tool
	4590	Drug Disposal Sheet	03/10	Mandatory
	4571	Psychotropic Drug Record	11/09	
	4570	Individual Narcotic Count Sheet (Keep 6 months/ destroy)	01/07	
	4663	Medication Administration Accountability Sign- Off Sheet	09/09	4.012 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