

Controlled Drug Policy and Procedure

Objective:

1. To provide physical facilities and method of operation for the administration and control of narcotics, depressants, and stimulant drugs, which will meet the requirement of State and Federal narcotic enforcement agencies.
2. To insure maximum safety for residents and nursing personnel.

The Narcotic Box

A separate compartment for controlled drugs is provided within a locked cabinet inside the medication room or the locked medication cart. The compartment has a special lock and key, and must be kept locked at all times.

The Narcotic Key

1. The narcotic key shall be in the possession of the nurse during her tour of duty.
2. Upon being relieved from duty, the nurse shall transfer the key to the nurse taking her place.
3. The narcotic key is not to be given any to any other nurse not assigned to that floor, or to doctors or nurses who are not permitted to give medications.

The Narcotic Count and Inventory

1. Controlled drugs, as determined by the facility, are counted every shift by the nurse reporting on duty with the nurse reporting off-duty.
2. The inventory of the controlled drugs must be recorded on the narcotic records and signed for accuracy of count.
3. The controlled drug checklist must be signed by the nurse coming on duty and going off duty to verify that the count of all controlled drugs is correct, if used at facility discretion.
4. If a discrepancy is found, check the resident's order sheets and chart to see if a narcotic has been administered and not recorded. Check previous recording on the control sheets for mistakes in arithmetic. If the cause of the discrepancy cannot be located and/or the count does not balance, report the matter to the Director of Nursing.
5. In counting controlled drugs, the nurse must be alert for any evidence of a substitution, inspect tablets and solutions closely, noting any defects in drug container. Any suspicion of substitution or tampering with controlled drugs must be reported to the Director of Nursing immediately.
6. When the prescribed drug is discontinued, or the resident is discharged, unless medication is ordered to be sent with the resident upon discharge, the container and control sheet must be maintained in a separate locked cabinet within the locked room. The discontinued medication will be destroyed with a pharmacist and nurse or 2 licensed nurses, and documented accordingly.