

CONTROLLED DRUG POLICY

The following procedure shall be followed in the storing and handling of controlled drugs:

All drugs are stored in the central medication cabinet that shall be locked at all times except when an employee is present. The cabinet shall never be left unlocked while unattended.

Assistance with medications will only be handled by attendants who have been trained and designated to assist the residents. No other employees are allowed to enter the medication cabinet or assist with medications.

All medications shall be counted when they are received from the pharmacy and the medication name, strength, dosage, amount received, directions for use, route of administration, prescription number, pharmacy name and the date each medication was issued by the pharmacy shall be listed on the individual resident's medication profile record.

Any controlled drugs shall be counted on a daily basis by the manager or employee designated by the manager. The count shall be recorded on a separate "Controlled Drug Monitoring Form".

Any deviations in the count shall be immediately reported to the manager. The manager will write up an incident report that should include interviews with any employees who have worked since the last correct count. The incident report shall be filed with the local police department and a separate file shall be maintained for Missing Control Drug Reports.

CONTROLLED DRUG MONITORING FORM

Resident Name:

Prescription Name:

Prescription #:

Amount:

Dosage:

[illegible]

