



CONTROLLED SUBSTANCES

Drugs with high abuse potential are subject to special handling, storage, disposal and record keeping.

RECORDKEEPING

The licensed nurse receiving and checking in a drug listed in Schedules II, III, IV, and V must utilize the controlled drug inventory form (Proof of Use Sheet) for that medication sent by the pharmacy.

- When receiving new medication, add the drug to the Narcotic Sheet Shift Count form. The addition must be verified by two nurses' signatures.
- Complete a physical inventory (count) of medication at the change of each shift by two persons who are authorized to administer the medication. Both must sign a narcotic log.
- Verify the quantity of controlled substance(s) on hand using the Proof of Use records as well as the number of accompanying "count sheets" at the end of each nursing shift. Total number of controlled substance containers and "count sheets" should match.
- Is a medication card is completed or the drug has been discontinued, delete the drug from the Narcotic Sheet Shift Count form. The deletion must be verified by two nurses' signatures.

STORAGE OF SCHEDULED DRUGS

Drugs listed as Schedule II must be stored in the medication cart in the locked drawer designated for that purpose (double locked), separate from all other drugs. Schedule III, IV and V drugs are recommended to be stored under "double lock".

- a) The key to the separately locked scheduled drugs cannot be the same key that is used to gain access to other drugs.
- b) The DON will maintain back-up keys to all drug storage areas in the facility, including the controlled drug drawers.

Refrigerated controlled substances should be kept under double lock. A locked box or refrigerator within a locked room or cabinet would meet this regulation. If a numbered, plastic lock is utilized, verify the lock number at the change of shift. Changes in lock number should prompt the off-going and on-coming nurse to verify the quantity of each refrigerated controlled substance on hand.

Emergency box controlled substances should be kept under double lock. A continuous balance sheet should be kept at all times to ensure that the quantity on hand is correct.

- a) Non-refrigerated controlled substances that are part of the emergency supply may be kept in the narcotic drawer of the medication cart or within the emergency box.
- b) If a numbered, plastic lock is used on the emergency box, verify the lock number at the change of shift. If a different lock number is present at the time of shift, verify the controlled substances within the emergency box for proper count.

RECONCILIATION

Any discrepancy in the count of a controlled drug is to be reported to the nursing supervisor and/or DON as soon as possible.

- a) The DON is responsible for investigating and making a reasonable effort to reconcile all reported discrepancies.
- b) If a discrepancy is irreconcilable, the DON is to document the details on the shift change signature sheet, including the possible shift or persons responsible for the discrepancy, and the efforts made to reconcile it.
- c) If a major discrepancy or a pattern of discrepancies occurs, or there is obvious criminal activity, the DON is to notify the administrator and the consultant pharmacist immediately.

DISCONTINUED DRUGS

- a) Once discontinued, subtract from the log both the controlled substance and accompanying "count sheet" and remove the narcotic from the medication cart. Verification of controlled substance and quantity should be done upon transferring controlled substance to centralized location.
- b) Central location should be a locked container, within a locked office or cabinet. Double lock should be maintained at all times, except when medications are being entered into the log or destroyed with the consultant pharmacist.
- c) Discontinued Schedule II, III, IV, and V drugs are to be destroyed in the facility in the presence of a pharmacist and a registered nurse employed by the facility, and their disposal recorded in accordance with the procedures for destruction of controlled drugs. Facilities in a state other than Ohio must follow controlled substance destruction procedures of that state.

ADMINISTRATION OF SCHEDULED DRUGS

At the time of removal of the drug from its packaging OR immediately after a dose of a controlled drug is administered, the licensed nurse administering the drug is to enter all of the following information on the proof-of-use record:

- a) Date and time of administration
- b) Dose administered
- c) Signature of the nurse administering the dose
- d) Remaining doses

IMPORTANT NOTE: A visual check of the packaging should be made to verify resident, drug, dosage, frequency, route AND remaining doses. **DO NOT** complete the proof of use record without a visual verification.

If a dose is removed from the container for administration, but refused by the patient or not given for any reason, it should not be put back into the container.

- a) Rather, it is to be destroyed in the presence of two (2) licensed nurses.
- b) The disposal must be documented on the proof-of-use record on the line representing that dose. Both nurses must sign.