

Medication Security and Storage Policy

Purpose:

This policy promotes patient safety by ensuring compliance with State and Federal laws as well as Joint Commission and Aspen regulations while limiting the opportunity for unauthorized use or loss of medication.

Definitions:

A listing of definitions of key terms is provided in Appendix A of this policy.

This policy separates medication security and storage into eight distinct pieces:

- 1) Receipt
- 2) Storage – pharmacy
- 3) Transportation
- 4) Storage – unit
- 5) Medication Removal
- 6) Waste
- 7) Inspection of Units
- 8) Disposal

Pharmacy Receipt of Medication

The process of receiving medications must include the proper checks and balances to insure accuracy of products received and their security.

Specifically, JDH will ensure proper handling of medications by allowing only Pharmacist/Pharmacist technicians to receive deliveries of medications.

Controlled substances may only be handled by authorized Pharmacy personnel and must be processed in accordance with Pharmacy procedure C-009.

Additional procedures over the receipt of medications may be found in Pharmacy Manual policy A-024.

Storage of Medications

Pharmacy:

JDH should seek to control both access to and storage conditions of medications at all times.

Medications should be stored in accordance with manufacturer recommendations and/or based on pharmacist experience and instructions. Pharmacy access should be restricted at all times based on employee identification.

Controlled substances must be secured in a locked room inside the pharmacy and held in a secured device or refrigerator. Personnel gain access to the controlled substance devices via password authentication.

Transportation and Delivery of Medications

Transportation: Medications may only be transported via prescribed manners.

Different types of medications are transported in different ways:

Controlled substances may be transported in one of three ways:

- By pharmacist or pharmacist tech
- Controlled substances can be picked up by licensed personnel at the pharmacy and then transported to units.
- Off site locations may receive medications via JDH transports

Medications not containing controlled substances medications may be transported by pharmacy staff, Hospital staff, or volunteers.

For additional information on Pharmacy transportation see Pharmacy manual C-011 and C-012

Delivery:

Controlled substances must be delivered to the appropriate Pyxis machine or double locked facility. (For additional details see Pharmacy manual C-009)

When a pharmacist or pharmacist tech delivers medication it may be delivered to either the pharmacy in basket, fridge, Pyxis machine, chemo bin, or licensed personnel.

Volunteers may transport medications from the pharmacy to the nursing unit or clinics. Medications are delivered to either licensed staff member or designated pharmacy bin.

Unit Storage: of Medications

Access:

Medication room doors must be closed and locked at all times. Carts, cabinets, and other areas containing medications must be locked at all times when not in use.

Access to medications is by licensed/registered practitioners only, with non-licensed staff requiring observation, with the following exceptions: Materials Management staff, and Anesthesia technicians in the scope of their duties. Included in the list of personnel that must be supervised are housekeeping personnel.

General Storage and Guidelines:

Medications are stored in accordance with manufacturer recommendations and/or based on pharmacist experience and instructions. Pharmacy access is restricted based on employee identification.

Mobile drug storage supplies are kept in secure areas.

Refrigerators should be checked by unit personnel on a daily basis to ensure proper storage temperatures for refrigerated medication. Results should be recorded and dated. If temperature is out of range, personnel should contact the unit manager who will decide if facilities should be notified.

Controlled medications are audited by staff weekly for Pyxis units and at each shift change for non-Pyxis units, or unaccessed meds are audited monthly by pharmacy. See Pharmacy policy and procedures C-003 and C-009 for additional details. Irresolvable discrepancy reports must be forwarded to the Pharmacy Director for review.

Concentrated electrolytes should be kept in patient care areas only when patient safety necessitates their immediate use and precautions are used to prevent inadvertent administration.

Medications in patient care areas are available in the most ready-to-administer forms commercially available or, if feasible, in unit-doses that have been repackaged by the pharmacy or a licensed repackager.

Medications should be administered as soon as possible after removal from Pyxis medication refrigerator or medication cabinet. Medications should not be left unattended. Medication should not be stored on a person administering for an extended period of time.

Items taken from Pyxis but not administered to patient must be returned into Pyxis by withdrawing personnel to ensure credit to patient.

Multi-dose Vials

Multi-dose vials present unique challenges to patient safety and should be handled in the following manner:

- All multi-dose vials should be labeled with date opened, expiration date (30 days after opening unless otherwise specified by manufacturer), and any applicable warnings.
- Multi dose vials stored according to manufacturer recommendations should be discarded if :
 - Suspected or visible contamination occurs
 - 30 days lapse after opening unless otherwise noted by manufacturer
 - Found opened and without a revised expiration date based on date opened

Medication Removal

Hospital personnel should remove all expired, damaged, and/or contaminated medications and store them separately from medications available for administration. Items removed should be placed in pharmacy return bin or returned directly to the pharmacy.

Nursing and pharmacy staff should be familiar with the hospital policies on proper disposal of medication or medication waste. Containers are in each medication room or each nursing unit.

Inspection

In between Pharmacy inspections unit personnel are responsible for removing any expired, damaged, and/or contaminated medications.

Daily Pyxis reports of outdated meds are generated daily by the pharmacy delivery technicians and the expiring medications removed.

The pharmacy inspects all on-site medication storage areas (excluding Farmington Surgery Center) monthly and all locations at least quarterly. Pharmacy personnel will log results using the Pharmacy Unit Inspection Form. The results of Unit Inspections will be forwarded to Unit Managers for follow-up action.

Pharmacy will remove all medications expiring in the current inspection month and the following inspection month that are not stored in the Pyxis machines. These medications are held by the pharmacy for disposal.

Waste

Waste and destruction of controlled drugs:

If a dose of a controlled drug is prepared and not given, or a partial dosage unit is used which cannot be saved, the dose can be discarded on the nursing units. Discards must be recorded on the Narcotic and Controlled Drug Administration Record and signed by a witness to the destruction, or performed in the Pyxis machine with a witness in Pyxis areas. (See Pharmacy Policy C-009 section 3 for additional details)

Disposal

All drugs obtained from the pharmacy which have passed their expiration date or are unusable shall be sent to pharmacy for disposal.

Pharmacy will isolate removed drugs from usable stock and hold until forwarded to the UCHC Division of Environmental Health for appropriate disposal or returned to manufacturer for credit.

Appendix A: Key Definitions

Controlled Substance: Any drug bearing the designation of class C-II, C-III, C-IV, or C-V as determined by the Drug Enforcement Agency

Manufacturer’s recommendations: Requirements for storage and handling of medications found in the package insert for a drug, or on the container, or on line at the manufacturer’s website.

Off-site locations –Units or Departments of John Dempsey Hospital which are not located inside the main hospital building. Such units include the Farmington Surgery Center, Dental Clinics, and Talcott Notch

On Site Locations – Units or Departments of John Dempsey Hospital which reside in the main Hospital building.

Licensed staff member: An employee of UCHC who holds a professional license granted by the state after completion of the required education and licensure exams which grants permission to perform certain medical actions

Multi-dose vial: Any form of medication deemed appropriate by the manufacturer that allows access and partial withdrawal of contents on more than one occasion without compromise of medication’s stability or sterility.

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10/28/09

Signed _____

Director of Pharmacy

10/28/09

Approved by Pharmacy and Therapeutics Committee (If Applicable) _____

Approved by Quality Assurance/Utility Review Committee (If Applicable) _____

Approved by Medical Board (If Applicable) _____

Implementation Date _____

Review Date _____