

## Controlled Medication Guidance

Facility policies for chain of custody of controlled medications are required and should follow local, state, and federal regulations. In order to minimize the potential for drug diversion, strict policy adherence is crucial. All controlled medication must be stored under double locks.

### Receiving Controlled Medications from the Pharmacy

- Upon delivery, confirm the controlled medication count is accurate and there are no signs of tampering
- Upon receipt, controlled medications should be logged into facility count system per facility policy
- Discrepancies should be reported to the pharmacy immediately

### Discontinuing or Destroying Controlled Medications

- Follow facility policies and federal/state regulations when destroying medications
- Enter date medication is discontinued and remove from current inventory as timely as possible
- Destruction of medication requires two (2) signatures; indicating date, time, method, and amount destroyed
- Destruction of used controlled transdermal patches (e.g., Duragesic) requires two (2) signatures

### Count Procedure

- Controlled medication counts must be witnessed and signed each time keys change possession
- Only qualified staff maintains physical possession of keys to medication cart and medication room
- Count is completed by two (2) qualified staff utilizing declining count sheet/page
- When performing shift count, both parties visualize medication and documentation; resident's name, medication name, dose, and quantity remaining are verbalized
- Check front and back of card for signs of tampering
- Do not write on medication label
- Once count is complete, both nurses sign declining count sheet/page with the date/time
- Confirm narcotic e-Kit is sealed and document per facility policy
- Never take short cuts by folding pages or flag with straws, paperclips, or staples

#### If Discrepancy Found:

- Double check the math and verify all doses were documented correctly
- If incorrect, notify supervisor or Director of Nursing Services immediately

### Documentation of Controlled Medication Administration

- Controlled medications must be signed-off on declining count sheet/page, and MAR/eMAR
- When removing controlled medications and signing declining count sheet/page, the qualified staff is only attesting that a medication was removed
- When signing MAR/eMAR, the qualified staff is attesting the controlled medication was administered to the resident
- Controlled medication record is signed prior to administration to reflect declining count
- Reinforce torn pages to prevent loss of documentation
- Do not use symbols. Use numbers or write out the number
- Two signatures required for wasted doses, page transfers, voided pages, or any error correction that affects the quantity remaining

**Contact your Omnicare Clinical Nurse Consultant for questions.**

# Attendance Record for Educational Activity

Clinical Nurse Highlights – Controlled Medication Guidance

Title

Presented by

Location (Name and Address)

Length of Inservice (hrs)

Instructor

Date

Please print.

Name	Title