



# Controlled Substance Count

Maintaining chain of custody through reconciliation of controlled substances is an important step in preventing medication diversion

## Count

Count required anytime keys change hands to ensure controlled meds are counted, not expired, and stored correctly, including refrigerated controlled meds

## Compare

Both staff members compare card and declining inventory sheet ensuring information on log and medication label match, e.g., resident name, Rx number, drug name, strength/dose, and quantity remaining. Count cards and sheets per facility policy.

## Inspect

Inspect blister cards, packets, and bottles for tampering. Pills should have a uniform appearance. Packages should be intact without cuts, tears, or tape.

## Report

Immediately report all discrepancies to Supervisor/Director of Nursing

## Sign

After count is complete and correct, both staff members must sign signature page legibly with first initial, last name, and credentials