

**TITLE: Controlled Substances**

**Number: 417.00**

**Policy:**

It is the policy of Thrive Behavioral Network, LLC that medications that are categorized as Schedule II to IV drugs must be handled in the special manner outlined in the following procedures.

**Procedure:**

**417.10 Identification and Posting**

The facility nurse will ensure that all scheduled drugs are clearly identified as such and that they are documented according to procedure 417.30. The facility will maintain updated educational resources to be used for the purpose of identifying controlled substances.

**417.20 Location**

All scheduled drugs will be kept in a locked box inside the locked medication cabinet.

**417.30 Documentation**

A scheduled control drug will be recorded on the client's Form 4005 – Individual Medication Administration Record (MAR) indicating it as such. Administration will be documented following the procedure for observed client self-administration of medications. The scheduled control drug will also be recorded in a separate controlled medication log on Form 4031 – Controlled Substances Count Log. Documentation in this log will include:

- Name and dosage of the scheduled control drug
- Number of capsules or pills that were in the container when it arrived at the facility
- Number of capsules self-administered at each scheduled med time
- Daily count of capsules remaining in the container
- There will be a separate page for each scheduled control drug

Controlled medications are drugs whose manufacture, possession or use is regulated by the government. These drugs have potential for abuse and physical dependence. All controlled drugs must be accounted for and kept in a secure place which is in a locked box inside the medication cabinet.

This form is initiated when the drug is delivered. A count is done at the time and the drug and number of the pills/capsules/liquid is entered. After that, each time the medication is given, it needs to be recorded on the form and the count (number of pills left) entered. At the end of each shift and the beginning of a new shift, two (2) staff will review the controlled medication count form, and verify by counting the medication that the count is correct, documented on Form 4012 – Controlled Medication Log.

**If at any time the count is incorrect, the Program Director and the nurse need to be notified and an incident report initiated.**

# Thrive Behavioral Network, LLC

## 417.40 Access

Only authorized staff persons formally trained in medication administration practices will be permitted to have access to stored client medications including Schedule II to IV drugs.