

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 and noted in the clients MAR as such. The facility will maintain updated educational resources to be used for the purpose of identifying controlled substances.

The terms “controlled substances, scheduled substance, and controlled medications” will for all intents and purposes have the same meaning and definition.

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.

417.20 Location

All scheduled drugs will be kept in a locked box inside the locked medication cabinet, which is locked separately from other medications, inside of the facility designated medication area.

417.30 Documentation

A controlled medication will be recorded on the client’s Form 4005 – Individual Medication Administration Record (MAR) indicating it as such and identified “Controlled Med” either written or typed in red ink. Administration will be documented following the procedure for administration of medications. The controlled medication will also be recorded in a separate controlled medication log on Form 4031 – Controlled Substances Count Log. Documentation in this log will include:

- Name of the client
- Name and strength of the controlled medication
- Prescription number
- Number of capsules or pills that were in the container when it arrived at the facility
- The date the controlled medication was delivered to or received by the facility
- Directions of administration as ordered by the prescriber
- Current count of capsules remaining in the container
- There will be a separate page for each controlled medication

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This form is initiated when the drug is delivered. A count is done at the time of receiving the medications and the drug and number of the pills/capsules/liquid is entered on the form. 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 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.

417.40 Access

Only staff that have completed their medication administration training with the facility nurse and whom are in good standing with compliance with the medication policy, and only the specific staff person assigned to medication administration on the shift will be allowed access to stored client and facility standing ordered medications, including Schedule II to IV drugs.