



Policy Name: <p style="text-align: center;">PASS MEDICATION PREPARATION (INCLUDING CONTROLLED DRUGS)</p>	Policy Number: <p style="text-align: center;">0117B</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">NOVEMBER 17, 2010</p>
Reason for Revision: <i>Click on item below and select item from list.</i> <p style="text-align: center;">CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##.</p> <p style="text-align: center;">New format being used.</p>	Date Revised: <p style="text-align: center;">September 27, 2021</p> Next Date for Review: <p style="text-align: center;">September 27, 2024</p>
Section: <p style="text-align: center;">Section 01 - Delivery of Care to Residents and Families</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

Agape Hospice strives to help residents maintain independence as it aligns with their goals.

Registered Nurses (RNs) will prepare the residents medications, including controlled drugs, required for the duration of the pass. These medications must be labeled, easily identifiable, and administered by the resident/support person.

CROSS REFERENCES

- Policy # 0117 – Resident Day Passes
- Policy # 0248 – Controlled Drug Management
- Policy # 0259 – Received and Returned Medications
- Policy # 0911 – Medication Procurement/Storage and Control

REFERENCES

College & Association of Registered Nurses of Alberta – Medication Administration: Guidelines for Registered Nurses

Procedure

1. Ensure that the standing order for a pass has been signed by the physician. Any special circumstances or concerns regarding the pass should be discussed with the physician and/or interdisciplinary team members prior to the resident leaving on pass.
2. Discuss possible length of pass with the resident/family/support person and determine which medications, scheduled and PRN's, will be required for the pass.



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3. Prepare pass medications as required, ensuring that each medication is placed in a package that is clearly and accurately labeled with the **drug name, strength, dose required, route and time of administration.**
4. When preparing controlled drugs for the residents pass, calculate the doses of the controlled drug/narcotic required for the pass. Syringes can be pre-drawn with the appropriate medication and dosages. The syringes must be individually labeled with the medication's name, what it is used for, strength, dosage, route and time frame of administration for both scheduled and PRN medications.
****All narcotics/controlled drugs sent on pass with a resident/family/companion must be checked and signed out as "pass meds" on the Controlled Drug Record by two (2) RN's ****
5. Ensure that the resident/family/support person are aware of the proper administration route for all medication sent for the resident and that they are comfortable with administering the medication. Provide any necessary instructions/education for safe administration of the medications.
6. Instruct resident/family/support person that all unused medications must be returned to the RN upon return from pass.
7. Document pass medications, instructions and education completed, as well as the resident/family/support person's understanding of instructions in the resident's progress notes.
8. Any medication returned to the RN following the completion of the pass must be returned to the resident's medication box.
****All returned narcotics/controlled medications must be counted, noted as "returned from pass" and/or "wasted" on the Controlled Drug Record and signed by two (2) RN's.****
****All pre-drawn syringes must be wasted due to possible contamination and tampering. ****