



Policy Name: <p style="text-align: center;">RECEIVED AND RETURNED MEDICATIONS</p>	Policy Number: <p style="text-align: center;">0259</p>
Approved By: <p style="text-align: center;">Executive Team</p>	Effective Date: <p style="text-align: center;">MAY 5, 2010</p>
Reason for Revision: Click on item below and select item from list. <p style="text-align: center;">REVIEWED</p> <p style="text-align: center;">Added Policy Element #4</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 02 - Pain and Symptom Management</p>	Page No: <p style="text-align: center;">Page 1 of 2</p>

Policy

The purpose of this document is to ensure consistency and awareness of safe medication practices associated with receiving and returning medications.

POLICY ELEMENTS

1. All new orders and re-orders for medications will be faxed to the pharmacy and delivered to Agapé Hospice by the pharmacy.
2. Medications being returned to pharmacy will be picked up daily, Monday to Friday. They are to be secured in the locked bin, and accompanied by the Marshalls Prescription Centre Medication Returned to Pharmacy form.
3. Any medication brought to Agape Hospice for a resident should be in correctly labeled bottles indicating the individual's name, medication name, strength and dose. If a medication is unidentifiable, it may be sent to the pharmacy for identification or be disposed of.
4. Pre-drawn syringes (non-manufactured or not prepackaged) may not be used.
5. All narcotics/controlled drugs received for a resident are to be counted, recorded on the Controlled Drug Record and signed for by two (2) RNs.
6. Medications **are not** to be shared between residents. If a medication is required more urgently than can be delivered by the pharmacy, the medication may be obtained from the STAT Medication supply.
7. When there is a change in orders and a medication is no longer required:
 - If it was brought from home, it can be sent back home with family, provided it is an over the counter medication that is available without a prescription. Any other medications will be sent back to pharmacy.
 - Document this in the resident's health record.
 - a. If Marshall's Pharmacy dispensed it, it is returned as soon as possible to the Pharmacy.
 - All narcotics/controlled drugs must be counted and signed by two (2) RNs on



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the Controlled Drug Record, indicating the medications were returned to pharmacy.

- The Marshalls Prescription Centre Medication Returned to Pharmacy form is to be completed and accompany the medications.
 - Residents will be credited for any unopened medications returned to pharmacy.
8. When a resident is discharged home or transferred to another facility, all the resident's medications are returned to them or sent to the receiving facility. All controlled drugs are to be counted and signed out by two (2) RNs on the Controlled Drug Record.
9. When a resident is deceased, all their prescriptions are considered null and void, according to the Alberta College of Pharmacists. All resident's own medications should be returned to the pharmacy for disposal. All narcotics/controlled drugs must be counted and signed by two (2) RNs on the Controlled Drug Record, indicating the medications were returned to pharmacy. The resident's family may claim any non-prescription medications.

REQUIRED FORMS AND EQUIPMENT REFERENCES

Electronic forms location – FORMS
Hardcopy forms location – Nursing Station file cabinet.

Controlled Drug Record form
Marshalls Prescription Centre Medication Returned to Pharmacy

REFERENCES

Alberta Health Services. (2013). PS-30 Medication Administration [Interim] Policy. February 3, 2014.
Alberta Health Services. PS-98-01 Management of Patient's Own Medications Procedure. October 1st 2018.
Alberta Health Services, HCS – 219 Medication Administration Policy. September 1st, 2021.