



Policy Name: MEDICATION MANAGEMENT INCLUDING PROCUREMENT, SHORTAGE, STORAGE, AND CONTROL	Policy Number: 0911
Approved By: Executive Team	Effective Date: SEPTEMBER 1, 1996
Reason for Revision: Click on item below and select item from list. CONTENT- Enter BELOW Reason for change Ex: Combined Policy ## and ##. New format being used.	Date Revised: June 22, 2020
Section: Section 09 - Administration	Next Date for Review: June 22, 2023
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Policy

Agape Hospice will adhere to regulations in Canada's Food and Drug Act (and Regulations) and the Controlled Drugs and Substances Act to ensure the safe and appropriate storage and control of medications.

CROSS REFERENCES

Policy # 0248 – Controlled Drug Management and Administration
Policy # 0259 – Received and Returned Medications

REQUIRED FORMS AND EQUIPMENT REFERENCES

Medications Returned to Pharmacy
Controlled Drug Record (residents chart)
STAT Controlled Drug Supply
STAT Medication Supply

Electronic forms location – FORMS
Hardcopy forms location – Work area file cabinet.



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Procedure

1. Procurement (Shortage)

- a) Physician's orders for medications are faxed daily and as needed to the pharmacy.
- b) Manufacturer Med Shortage
 - In the event of a manufacturer shortage Agape will be notified by contracted pharmacy and AHS.
 - Alternative medications will be suggested by community pharmacist during interdisciplinary team rounds and on an ad hoc basis.
 - Medical Director will notify attending physicians as needed regarding med shortages and suggested alternatives.
- c) In rare instances of onsite medication shortages the community pharmacy will be notified and arrangements made for expedited delivery.

2. Recall

- a) In the event of a medication formal recall, Agape will be notified by AHS or pharmacy. All medication effected by the recall will be immediately returned to community pharmacy following the return recommendations provided by pharmacy.

3. Storage

- b) All medications are stored in the locked medication room in the workstation.
- c) Resident's medications are stored individually in clearly marked containers.
- d) A stat medication box is kept in the medication room. It can be accessed for the immediate need of a certain drug for a resident. The used medication is reordered from the pharmacy to replenish the stat box supply and pharmacy is notified to the charge the resident for that medication. A list of stat medications can be obtained from the Nursing Lead or designate.
- e) During medication pass delivery, medications are stored and transported in the locked medication carts.
- f) Medications requiring refrigeration are kept in a temperature controlled refrigerator in the locked medication room.



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4. Control and Security

a) Keys

- The doors to the med room are locked at all times and can be accessed by Physicians and RN's through preprogrammed access cards.
- RN's have access to keys for the STAT supply and narcotic box and med carts. These keys are kept secured in the med room.
- Loss of any medication related keys must be reported to the Nursing Lead or designate.

b) Controlled Drug Count

- The receipt of narcotics/controlled drugs from the pharmacy is documented on the resident's Controlled Drug Record and signed by two (2) RNs.
- The receipt of stat supply of controlled drugs are documented on the **STAT Controlled Drug Supply Form**, counted and signed by two (2) RNs.
- The stat supply of controlled drugs is kept in a locked box stored in the medication room.
- All controlled drugs are to be counted and signed by two (2) RNs at the end of each shift.
- If the count is incorrect, the staff present will attempt to reconcile the discrepancy. The Nursing Lead or designate must be notified of any discrepancies in the controlled drug count that cannot be resolved. An incident report is to be completed in the event the count cannot be reconciled and signed by both RNs doing the count. The incident report must be forwarded to the Nursing Lead or designate.
- All count records are retained on resident health record even after death occurs.

c) Returns to Pharmacy

- All unused medications must be returned to pharmacy for proper disposal.
- Any unused controlled drugs must be counted by two (2) RNs and recorded on the Controlled Drug Record before returning them to pharmacy. "Returned to Pharmacy" should be noted on the Controlled Drug Record to indicate the drugs were sent to pharmacy for disposal.



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- Medications being sent back to the pharmacy are to be placed in a locked traveling container, along with the “Medications Returned to Pharmacy” form provided to Agape Hospice by the pharmacy.