

IIA7: CONTROLLED SUBSTANCES

Policy

Medications included in the Drug Enforcement Administration (DEA) classification as controlled substances are subject to special handling, storage, disposal, and recordkeeping in the facility, in accordance with federal and state laws and regulations.

Procedures

- A. The Director of Nursing and the consultant pharmacist in collaboration maintain the facility's compliance with federal and state laws and regulations in the handling of controlled medications. Only authorized licensed nursing and pharmacy personnel have access to controlled medications.
- B. **[All controlled substances, CII-V]** are stored and maintained in a locked cabinet or compartment.
- C. Preparation of the dosage form occurs according to the medication administration policy (See IIA2: MEDICATION ADMINISTRATION – GENERAL GUIDELINES; See also procedures for specific route of administration found in Section IIB).
- D. Accurate accountability of the inventory of all controlled drugs is maintained at all times. When a controlled substance is administered, the licensed nurse administering the medication immediately enters the following information on the accountability record and the medication administration record (MAR):
 - 1) Date and time of administration. (MAR, Accountability Record).
 - 2) Amount administered. (Accountability Record).
 - 3) Remaining quantity. (Accountability Record).
 - 4) Initials of the nurse administering the dose, completed after the medication is actually administered. (MAR, Accountability Record).
- E. When a dose of a controlled medication is removed from the container for administration but refused by the resident or not given for any reason, it is not placed back in the container. It must be destroyed according to facility policy (See IE1: CONTROLLED SUBSTANCE DISPOSAL) and the disposal documented on the accountability record on the line representing that dose. The same process applies to the disposal of unused partial tablets and unused portions of single dose ampules. This does not apply to controlled drugs packaged in unit-dose containers that are unopened (vials, ampules, patches).
- F. All controlled medications are reordered when a minimum **[four-day]** supply remains to allow time for acquisition and transmittal of the required original written prescription to the provider pharmacy, if necessary.