

IE1: CONTROLLED SUBSTANCE DISPOSAL

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, in collaboration with the consultant pharmacist, is responsible for 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. 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 is destroyed in the presence of two licensed nurses or pharmacist and nurse, and the disposal is documented on the accountability record/book on the line representing that dose. The same process applies to the disposal of unused partial tablets and unused portions of single dose ampules and doses of controlled substances wasted for any reason.
- C. All controlled substances remaining in the facility after a resident has been discharged, or the order is discontinued, are disposed of:
 - 1) In the facility by the administrator, director of nursing and/or consultant pharmacist (or others as allowed by state law) by crushing and mixing with coffee grounds, kitty litter, or the like, creating an unusable product per DEA destruction guidelines ; OR
 - 2) By sending to the appropriate state agency/reverse distributor, as directed by state laws, regulations, and/or the DEA.
- D. Disposition is documented on the individual controlled substance accountability record/book. (See Form 11: CONTROLLED DRUG RECORD). For emergency kit controlled substances disposal, the bottom portion of the accountability record is completed (See Form 11: CONTROLLED DRUG RECORD).
- E. The administrator, nurse(s) and/or pharmacist witnessing the destruction ensures that the following information is entered on the individual controlled substance accountability record/book:

- 1) Date of destruction.
 - 2) Resident's name.
 - 3) Name and strength of medication.
 - 4) Prescription number.
 - 5) Amount of medication destroyed.
 - 6) Signatures of witnesses.
- F. Accountability records for controlled substances that are disposed of or destroyed are maintained with the unused supply until it is destroyed or disposed of and then stored for **[5]** years or per applicable law or regulation.
- G. A controlled substance may be returned to the provider pharmacy ONLY if it is refused at the time of delivery