

<b>MANUAL TITLE:</b>	MAC Rx Pharmacy Policies and Procedures Manual
<b>POLICY #/TITLE</b>	<b>IC12</b> Medication Brought to the Facility by a Resident or Responsible Party
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## **IC12: MEDICATIONS BROUGHT TO THE FACILITY BY A RESIDENT OR RESPONSIBLE PARTY**

### **Policy**

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Medications brought into the facility by a resident or responsible party are used only upon written order by the resident's attending physician, after the contents are verified, and if the packaging meets the facility's guidelines. Unauthorized medications are not accepted by the facility.

### **Procedures**

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- A. Use of medications brought to the facility by a resident or responsible party is allowed only when the following conditions are met:
- 1) The medication name, dosage form, and strength have been verified by: consulting a tablet identification reference (e.g., Nursing Drug Handbook), or calling the dispensing pharmacy for a physical description of the medication.
  - 2) The medication was ordered by the resident's physician and entered in the resident's medical record for bedside storage and self-administration by the resident
  - 3) The medication container is clearly labeled in accordance with facility procedures for medication labeling and packaged in a manner consistent with facility guidelines for medications.
  - 4) The medications are received directly from another health care facility, e.g., discharge medications arriving with the resident from an acute hospital in the interim until medications for the resident are received from the provider pharmacy.
- B. A licensed nurse:
- 1) Receives medications delivered to the facility and documents delivery of the medication on the appropriate form, chart, or electronic system.
  - 2) Verifies medications received and directions for use with the original medication order.
  - 3) Assures medications are incorporated into the resident's specific allocation/storage area.
  - 4) These delivery/receipt records are retained for **two (2) year**.

Medications not ordered by the resident's physician, or unacceptable for other reasons, are returned to the responsible party or designated agent. If unclaimed within **30 (thirty) days**, the medications are disposed of in accordance with facility medication destruction/disposal procedures (See Section IE: DISPOSAL OF MEDICATIONS AND MEDICATION-RELATED SUPPLIES).(See also IA4: ARRANGEMENTS WITH NON-CONTRACT PHARMACY)