

## CEDARCREST HOSPITAL

<b>Title:</b>  <b>RESPONSIBILITY OF CONTROLLED SUBSTANCES</b>	<b>Policy Number:</b> 2.0
	<b>Effective Date:</b> 10/1998
<b>Nursing Policy Area:</b>  Medication Use/Drug Protocols	<b>Revised:</b> 10/2001; 2/2002
	<b>Review Date:</b> 1/2005

### PURPOSE:

To ensure the proper administration and handling of controlled substances by licensed nursing personnel.

### EQUIPMENT:

1. Eight-hour Controlled Substance Audit Record.
2. Keys to locked, controlled substance cabinet.

### PROCEDURE:

#### A. Controlled Substance Count:

1. The oncoming and off-going nurses must count the controlled substances together simultaneously.
2. The number of controlled substances on hand must correspond with the number written on the Controlled Substance Audit Record.
3. When it has been verified that the count is correct, both nurses will sign the Controlled Substance Audit Record under the correct date and time and check the column labeled "Accountability."
4. The oncoming nurse will then accept the controlled substance keys and the responsibility for the controlled substances until relieved of his/her duty by another nurse.
5. If the nurse is working two consecutive shifts he/she should initial or draw an arrow through the entries for the second shift worked. **NO BLANK SPACES** should be left. If the nurse works half of the next shift, the time of the count should be noted on the form.

#### Inaccurate Count:

1. If the count is inaccurate, the off-going nurse will:
  - a. Notify the Nurse Supervisor or House Charge;

- b. Fill out an Incident Report/Med Error Report;
- c. Fill out the "Unaccountable, Explain Discrepancy" section of the Controlled Substance Audit Record;
- d. Notify the Pharmacist (if on duty); and,
- e. When steps "a" through "e" are completed, the nurse will sign the Audit Record and the oncoming nurse will accept the keys.

B. Signing Out of Controlled Substances

1. Controlled substances must be signed out according to the unit of use, i.e., if two tablets of Valium 5 mg are used for patient receiving 10 mg Valium, each tablet must be signed out separately.
2. **Never** cross out or change the typed or written numbers in the "tablets left" column. If an error in signing out is made, call another nurse or the pharmacist and "pour" and discard the incorrect medication signed out with the witness present. Explain the error at the bottom of the drug control sheet.
3. When controlled substances that are assigned to a Unit Medication Room are lost or wasted, the details must be reported on the Record of Waste section of the Controlled Drug Record sheet involved, signed and witnessed by a licensed person (MD, RN, LPN, R.Ph.) and remain a permanent part of that record.

C. Destruction of Controlled Substances on Unit

When controlled substances that are assigned to a Unit Medication Room become contaminated, spilled, or broken and have been properly recorded and require **destruction**, a notation should be made on the Controlled Drug Record sheet. The item must be rendered unusable by means such as flushing down the sink or toilet. The following information must be recorded on the record:

1. Date
2. Time
3. Amount and method of destruction
4. Signature of Nurse
5. Signature of a Witness (nurse or other licensed staff member)

During pharmacy hours, the Pharmacist may be contacted for assistance in the destruction of contaminated or partial doses of controlled substances and replace if necessary.

## CEDARCREST HOSPITAL

### Controlled Substances Stop Order Policy

#### SCHEDULE II

Written order valid for 7 days from time of entry (oral order must be signed by the prescriber within 24 hours). Currently in use at Cedarcrest Hospital:

Generic Name	Brand Name
Fentanyl Patch	Duragesic
Hydromorphone	Dilaudid
Meperidine	Demerol
Methadone	Dolophine
Methylphenidate	Ritalin
Oxycodone with APAP	Tylox

#### SCHEDULE III, IV, AND V

Written order valid for 30 days from time of entry (oral must be signed by the prescriber within 24 hours). Currently in use at Cedarcrest Hospital:

Generic Name	Brand Name
Acetaminophen with Codeine#3	Tylenol with Codeine#3
Alprazolam	Xanax
Chloral Hydrate	Noctec
Chlordiazepoxide	Librium
Clonazepam	Klonopin
Diazepam	Valium
Lorazepam	Ativan
Oxazepam	Serax
Pemoline	Cylert
Phenobarbital	Phenobarbital
Temazepam	Restovil
Testosterone	Androgel 1%, Delatestryl
Zaleplon	Sonata