

POLICY:

It is the policy of this program not to keep any contaminated, discontinued, unused, outdated or recalled drugs or drug containers with worn, illegible, or missing labels in the home. A written record will be maintained on the disposal of all non-controlled medications. A written record will also be maintained on the return of all controlled substances. All entries made on the Drug Disposal Form will include the date.

PROCEDURE:

1. CONTROLLED MEDICATION

- a. When a controlled medication is discontinued by physician's order or the expiration date on the prescription indicates the drug is outdated, staff will notify the Site Manager. If in doubt regarding a drug's status as a controlled substance, the pharmacist will be contacted.
- b. When a controlled medication is contaminated by being dropped on the floor or in some other manner, the staff member will place the contaminated medication in an envelope noting the date, name of individual, name of drug, number, and dosage of the medication on the envelope and reporting to Site Manager.
- c. The Site Manager, within three days of notification, will make an entry on the Drug Disposal Form for each controlled drug that is discontinued, outdated or contaminated as well as controlled drugs that have been recalled. Any controlled drugs that are unused, outdated, contaminated or recalled will be disposed of by flushing down the toilet. Proof of disposal will be documented by the staff signature and a Manager/RN signature on the Drug Disposal Form. All entries made on the Drug Disposal Form will include the date.

2. NON-CONTROLLED MEDICATION

- a. Staff giving medication will notify the Site Manager when a medication has been discontinued, is outdated, or is contaminated as the event occurs.
- b. Any non-controlled drugs that are unused, outdated, contaminated or recalled will be disposed of by flushing down the toilet. Proof of disposal will be documented by the staff signature and a witness signature on the Drug Disposal Form.

Approved by: _____ Date: _____
Jon Cooper, Director