



CORRECTIONS MEDICINE
Controlled Substance Storage and Dispensing
ACA Standard: 4 ALDF – 4C – 38

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- I. **PURPOSE:** To maintain control, consistency, and accountability of controlled substance pharmaceuticals at the Buzz Westfall Justice Center.
- II. **POLICY:** Corrections Medicine shall maintain a standardized process for ordering, delivery, storage, dispensing, counting, disposing, and documenting of controlled substances.
- III. **RESPONSIBILITY:** All persons working in the Corrections Medicine program are responsible for the content of this policy and procedure, as well as adherence to the policy.
- IV. **PROCEDURE:**
 - 1. Ordering Controlled Substances
 - a. Providers shall order controlled substances in the patient’s electronic medical record (EMR), indicating the name of the medication, dosage, route of administration, frequency of administration and quantity. The prescription shall be printed and faxed to the Pharmaceutical Benefit Management (PBM). Controlled substances that are stock items will be ordered on a form specifically for the ordering of controlled substances. The form shall be signed by a physician and the form shall be faxed to the PBM.
 - 2. Delivery of Controlled Substances
 - a. The box of medication ordered from the pharmacy is delivered to the Buzz Westfall Justice Center.
 - b. Upon delivery of the medications, Corrections Medicine staff shall accept and sign for the package.
 - 3. Storage of Controlled Substances
 - a. Controlled substances shall be scanned as received and the supervisor shall add the controlled medication to the inventory.
 - b. Controlled substances shall be stored in a double lock box in a secured area.
 - 4. Transcription and Dispensing of Controlled Substances
 - a. All controlled substances removed from inventory for administration must be signed by two (2) licensed nurses when removed.
 - b. Controlled medications shall be dispensed by the nursing staff during medication passes in all departments as ordered by the providers, documented on the medication administration record (MAR) that the medication was given, and initialed by the nurse dispensing the medication.

- c. Controlled substance keys shall be assigned to a nurse in each department where controlled medications are kept.
 - d. The management team shall be responsible for removing expired, discontinued, or released patient's medication orders from the controlled substance count book during audits.
 - e. After removing a prescribed controlled substance from the controlled substance locked box, and documenting the removal of the medication, including the patient's name and location and quantity of the medication, the medication shall be placed in the medication cart in preparation for the medication pass to the housing unit where the patient is housed. The medication shall be administered using the procedure for medication administration in the Buzz Westfall Justice Center.
5. Counts and Discrepancies
- a. Controlled substances, including discontinued medication, shall be counted by the off-going and on-coming nurse on each shift.
 - b. Nursing supervisors shall perform random checks of the controlled substance logs in each department. If a discrepancy in the controlled substance count is found, the supervisor shall investigate the discrepancy to reconcile the record. If the discrepancy is not able to be reconciled, the incident shall be elevated to the management team for a formal investigation.
 - c. There shall be quarterly audits conducted by a licensed registered pharmacist and will include an investigation into irreconcilable counts, if indicated.
6. Documentation for Medication Assisted Treatment (MAT) Medication Dispensing
- a. Medications administered for MAT require additional observation by nursing and Department of Justice Services staff in order to decrease the chance for diversion.
 - b. The receiving and storage of controlled substances administered for MAT follows the same protocols as all other controlled substances.
 - c. The process for administering MAT controlled substances includes additional security procedures.
7. Disposal
- a. If a dose of a controlled substance is removed from the container for administration but refused by the patient or not given for any reason, it should be destroyed in the presence of two licensed nurses, and the disposal must be documented. Both licensed nurses who witnessed disposal of medication must sign proof of disposal.
 - b. If a patient-specific controlled substance is discontinued or a controlled substance medication has expired, two members of the management team will handle the disposal, and both must sign proof of disposal.