

Controlled Substances

Highlights	Policy Statement
	The facility shall comply with all laws, regulations, and other requirements related to handling, storage, disposal, and documentation of Schedule II and other controlled substances.
	Policy Interpretation and Implementation
Access to Controlled Substances	1. Only authorized licensed nursing and/or pharmacy personnel shall have access to Schedule II controlled drugs maintained on premises. In those states that allow certified medication aides (CMA) to pass p.o. controlled medications the CMA will have keys to open the controlled substance container.
Counting Controlled Substances	2. The Director of Nursing Services will identify staff members who are authorized to handle controlled drugs.
Contents of Control Sheet	3. Controlled substances must be counted upon delivery. The nurse receiving the order, along with the person delivering the medication order, must count the controlled substances together. Both individuals must sign the designated narcotic record.
	4. If the count is correct, a control sheet must be made for each substance. Do not enter more than one (1) prescription per page. This record must contain: a. Name of the resident; b. Name and strength of the drug; c. Quantity received; d. Number on hand; e. Name of physician; f. Prescription number; g. Name of issuing pharmacy; h. Date and time received; i. Time of administration; j. Method of administration; k. Signature of person receiving medication; and l. Signature of nurse administering medication.
Storage of Controlled Substances	5. Controlled substances must be stored in the medication room in a locked container, separate from containers for any non-controlled medications. This container must remain locked at all times, except when it is accessed to obtain medications for residents.
Keys to Controlled Substance Storage Areas	6. All keys to controlled substance containers shall be on a single key ring that is different from any other keys.
Availability of Controlled Substance Storage Area Keys	7. The Charge Nurse on duty will maintain the keys to controlled substance containers. In those states that allow certified medication aides (CMA) to pass p.o. controlled medications the CMA will have keys to open the controlled substance container. The Director of Nursing Services will maintain a set of back-up keys for all drug storage areas including keys to controlled substance containers.

Destroying Controlled
Drugs

Shift Change Controlled
Drug Count

Investigating
Discrepancies

Determination of Legal
Action

Resident's Transfer or
Discharge

Listing of Persons
Authorized to Access Drug
Storage Areas

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8. Unless otherwise instructed by the Director of Nursing Services, when a resident refuses a non-unit dose medication or it is not given, or receives partial tablets or single dose ampules, or it is not given, the medication shall be destroyed, and may not be returned to the container.

* Destruction must be witnessed by another staff member.

9. Nursing staff must count controlled drugs at the end of each shift. The nurse coming on duty and the nurse going off duty must make the count together. They must document and report any discrepancies to the Director of Nursing Services.

*If count is incorrect staff may not leave building until investigation started

10. The Director of Nursing Services shall investigate any discrepancies in narcotics reconciliation to determine the cause and identify any responsibility parties, and shall give the Administrator a written report of such findings.
11. The Director of Nursing Services shall consult with the provider pharmacy and the Administrator to determine whether any further legal action is indicated.
12. When a resident or patient is transferred or discharged from the facility, Schedule II drugs may be given to the resident to take with them. The narcotic sheet must be signed by the resident and staff dispensing.
13. The Director of Nursing Services shall maintain and disseminate to appropriate individuals a list of personnel who have access to drug storage areas and controlled substance containers.

References	
OBRA Regulatory Reference Numbers	483.60(e)(1)&(2)
Survey Tag Numbers	F431
Related Documents	Discarding and Destroying Medications Individual Resident's Controlled Substance Record (Appendix B) Controlled Drug Record (Appendix B)
Policy Revised	Date:_____ By:_____ Date:_____ By:_____ Date:_____ By:_____ Date:_____ By:_____

