



TITLE:	MEDICATION – CONTROL AND ACCOUNTABILITY OF CONTROLLED SUBSTANCES	POLICY 16.09
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Authority: WAC 388-IBA-2260

PURPOSE:

Provides guidelines for securing and storing controlled substances.

SCOPE:

All nursing staff.

POLICY:

We maintain accountability for all schedule II and III controlled substances that are prescribed and provided to residents.

PROCEDURE:

1. Only staff with training and authority to assist or administer scheduled medications may have access to the schedule II and III controlled substances.
2. Two staff members, one coming on shift and one leaving shift, will count the schedule II and III controlled substances at least once per 24-hour period. Signatures indicating that both employees counted these medications, and all scheduled drugs **were** accounted for, will be provided following each count, and maintained in a book specific to tracking controlled substances.
3. If, during the counting process, it is found that a controlled substance is missing, the counting staff will:
 - a. Recount the medications.
 - b. Review the medication administration record to ensure that a documentation error was not made.
 - c. Notify the supervisor of the missing medication.
 - d. Complete either an incident report form or a medication error form.
4. A thorough investigation will be completed.
 - i. If the investigation reveals impact on the resident, notify state hotline.
 - ii. Notify board of pharmacy, police, and board of nursing/nursing



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commission if necessary.

EXCEPTIONS:

No exceptions to this policy may be granted without the prior written approval of the Director.

SUPERCEDES:

None