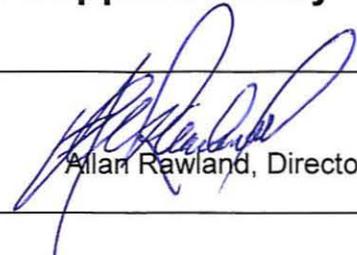


**County of San Bernardino
Department of Behavioral Health**

Control/Access to Medications and Supplies Policy

Effective Date 03/21/03
Revision Date 07/22/08


Allan Rawland, Director

Policy It is the policy of the Department of Behavioral Health to adhere to the control and access guidelines set for maintaining, administering and updating medications and supplies.

Purpose To ensure medications, prescription forms, syringes and other medical supplies are not expired, and they are safely kept from other persons who are not duly authorized to use, administer or handle such items.

Note: DBH shall define who has access to the medications and supplies.

Access Access to medications and supplies are limited to DBH psychiatrists and/or physicians, nursing staff and psychiatric technicians who shall have the keys to the cabinets and/or desks where medications and medical supplies are kept.

Note: The medications and medical supplies shall be locked at all times when not in use.

Ordering Medication and Supplies Each DBH clinic will designate a staff position that will be responsible for ordering the medications and supplies for the clinic with the Clinic Medical Director's approval.

Drug Administration The act of administering a single dose of a prescribed drug or biological is given to a patient by an authorized person in accordance with all laws and regulations governing such acts. The complete act of administration entails removing an individual dose from a previously labeled container, including a unit dose container, verifying the dose with the prescription orders, giving the individual dose to the proper patient and promptly recording the time and dose given.

Drug Dispensing The act of the interpretation of an order for a drug or biological and, pursuant to that order, the proper selection, measuring, packaging, labeling and issuance of the drug or biological for a patient or for a service unit of the hospital.

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Drug Dispensing (continued) **Note:** Both the Board of Registered Nursing (BRN) and the Bureau of Vocational Nursing and Psychiatric Technicians regard the act of dispensing pre-packaged samples to be included in the definition of actions described as Drug Dispensing.

Authorization The Director of Medical Services authorizes the following staff to dispense and/or administer medications:

- Prescribe, dispense, and administer medication(s) – all DBH psychiatrists and physicians.
- Dispense medication(s) only – Designated pharmacists and registered nurses
- Administer medication(s) only – DBH registered nurses, licensed vocational nurses and licensed psychiatric technicians
- Deliver medications(s) – Designated pharmacists/technicians

Note: A current list of designated pharmacists/technicians is maintained by the office of the Director of Medical Services

Inspection The Clinic Medical Directors or designee will inspect the psychiatrists/physicians' desk/s or medication cabinets monthly and send the report to the Medical Director and copy to the physician being inspected.

The table below lists the requirements of the inspection:

Stage	Description
Security	Medication cabinets are to be locked at all times when not in use. Only authorized staff (i.e. psychiatrist, physicians, registered nurses and psychiatric technicians) will have medication cabinet keys. Note: No prescription forms should be left in open unattended areas.

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Inspection (continued)

Stage	Description
Storage	<ul style="list-style-type: none"> • The area is neat, clean and well organized • The medications are not overstocked • No unauthorized medications are present • Drugs intended for external use are stored separately from other medications • Drugs are not retained after expiration date. NO contaminated or deteriorated drugs are found • Make sure no opened vials show any discoloration • All prescription drugs are stored at proper temperatures at 59-86 degrees, Fahrenheit (15-30 degree. Celsius). • Refrigerated drugs must be kept at 36-46 degrees, Fahrenheit
Labeling	<ul style="list-style-type: none"> • All prescription drugs are appropriately labeled in compliance with federal and state laws and may be altered only by persons legally authorized to do so. • Intramuscular multi-dose vials are dated, initialed and labeled with indelible ink on the vial and its box when opened. • Ensure that vials are initialed and dated with indelible ink on the vial and its box as soon as it is opened.
Disposal	<ul style="list-style-type: none"> • Expired, contaminated, deteriorated, or abandoned drugs are disposed of in a manner consistent with state and federal laws and recorded in a log appropriately. • Used syringes and supplies are disposed of properly.

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**County of San Bernardino
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Inspection (continued)

Stage	Description
Record Keeping	Medications must be recorded on appropriate Medication log in accordance with standardized procedures of medication dispensed.
Non-Compliance	<p>In the event of non-compliance, the following will occur:</p> <ul style="list-style-type: none">• The incident related to non-compliance will be discussed at regularly scheduled Medication Monitoring Committee meetings.• The Clinic Medical Director or designee will advise the physician concerned of immediate correction of the non-compliance.• The Director of Medical Services or designee on receipt of their report will counsel the physician concerned.• The Clinic Medical Director will repeat the desk or cabinet checks within thirty days of the counseling. <p>If continued non-compliance is found, all medications and paraphernalia shall be removed from the desk or medicine cabinet and kept in a designated locked drawer. The key to this drawer will be issued to the physician as needed and will be kept by staff designated by the Director of Medical Services.</p> <p>The Director of Medical Services if continued non-compliance is found will take disciplinary action including termination from employment.</p>

Reference

- Board of Registered Nursing <http://www.rn.ca.gov/>
 - Bureau of Vocational Nursing and Psychiatric Technicians <http://www.bvnpt.ca.gov>
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