

Section K

Ordering, Storage and Disposal of Medications

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Objectives:

At the completion of this section, the student should:

1. Describe procedures for reordering medications and ensuring medications ordered are available for administration.
2. Describe correct storage and securing of medications.
3. Maintain an accurate inventory of controlled substances.
4. Identify the procedures for disposal of medications.

Advance Preparation – In General

- Review curriculum and presentation materials and activity
- Add examples or comments

Supplies

- Controlled Substance Logs or forms used at adult care homes to keep accurate accountability of controlled substances
- Forms used for Destruction or Return of Medications
- Policies and Procedures for Ordering, Storage, Controlled Substances and Disposal

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<p><input checked="" type="checkbox"/> TEACHING TIP: Ordering Medications</p> <p>Review general information on procedures for the following activities related to ordering medications at adult care homes.</p> <p>Discuss how medication systems in adult care homes are different but medications have to be ordered timely to ensure medications are available for administration as prescribed.</p> <p>Discuss the facility is to have back-up pharmaceutical services in order to prevent medications not being available for administration.</p>
<ul style="list-style-type: none"> • Each adult care home will provide orientation to medication aide on how to order and obtain medications for residents • To avoid a medication error resulting from medication availability, there must be a system for ensuring reordering and delivery of resident medications • Medication supplies must be monitored regularly and reordered • If a medication is not available, an effort to obtain the medication must be made and documented • Notify the pharmacy, supervisor, physician and family as needed and in accordance with facility policy
<p><input checked="" type="checkbox"/> TEACHING TIP: Storage of Medications</p> <p>Review the regulations for storage of medications and discuss how proper storage reduces medication errors.</p>
<p>Storage of Medications</p> <ul style="list-style-type: none"> • Medication storage areas, i.e., medication cart and medication room, need to be orderly so medication may be found easily • Store medications in a locked area, unless medications are under the direct supervision of staff; direct supervision means the cart is in sight and the staff person can get to the cart quickly, if necessary • Lock medication room/cart/cabinet when not in use. Unless the medication storage area is under the direct supervision of staff lock the medication area including carts

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- Store external and internal medications in separate designated areas
- Store refrigerated medications in the medication refrigerator or locked container if stored in refrigerator accessible to other staff
- Store medications requiring refrigeration at 36 degrees F to 46 degrees F (2 degrees C to 8 degrees C)

TEACHING TIP: Controlled Substances

Review the regulations for storage of controlled substances, correctly signing out for controlled substances, and reporting of any discrepancies discovered and teach/demonstrate the procedures.

Controlled Substances

- Controlled substances or controlled medications are medications that are kept locked most often in a special location or drawer in the medication cart or medication room
 - Medication Aide must make sure the number or amount of medication listed on the controlled substance log or form is correct before removing any medications for the resident. This is called the “count”
 - When a controlled medication is removed, the amount removed must be documented and the number of remaining medications must be counted and that number recorded
 - The facility must have a readily retrievable record of controlled substances by documenting the receipt, administration and disposition of controlled substances
- For each controlled substance there is a facility system in place to track
 - How much was delivered from pharmacy
 - How much was on hand when shift started
 - How much was used (given to the resident)
 - Who (resident) it was given to
 - Who gave the medication
 - How much was left
 - Reason a resident received a PRN controlled medication, such as pain
- Some facilities have a sheet for each drug, other facilities have a notebook for controlled substances

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<ul style="list-style-type: none">• Periodically, the controlled substances are counted, usually by two people at shift change, and Medication Aide may be held responsible for missing medications on shift• Controlled substances may be stored in one location in the medication cart or medication room<ul style="list-style-type: none">○ When Schedule II medications are stored in one location together or with other controlled substances, the controlled substances are to be under double lock○ When controlled substances, including Schedule II, are stored with the resident’s other medications, only a single lock is required○ There must be a readily retrievable record of controlled substances by documenting the receipt, administration and disposition of controlled substances
<p><input checked="" type="checkbox"/> TEACHING TIP: Disposal of Medications</p> <p>Review procedures for disposal of medications when opened and prepared, but not given and teach the procedure</p>
<p>Disposal of Medications</p> <ul style="list-style-type: none">• Reasons for disposal of medications include<ul style="list-style-type: none">○ Resident refused after medication was prepared○ Medication was dropped on the floor or contaminated○ Medication has expired○ Medication has been discontinued by the resident’s physician or prescribing practitioner• Dispose of dosages of medication that have been opened and prepared for administration and not administered for any reason promptly• Medications discontinued or expired are destroyed or return to pharmacy in accordance with facility policy• Regulations require records be maintained for medications destroyed or returned to pharmacy• Regulations and procedures for destruction or disposal of controlled substances will be different from other medications• If training is facility specific, discuss the facility’s procedures for disposal of medications
<p>The END</p>