

# POLICY AND PROCEDURE

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## REACH for Tomorrow

### **Policy Title: Receipt and Inventory of Medications (Including Samples)**

Effective Date: 08/15/2025

Approved By: Director of Medical and Clinical Services

Review Schedule: Annually or as Needed

Applies To: All Programs — Outpatient MH/SUD, IOP, PHP, and Integrated Primary Care/Behavioral Health

#### **I. Purpose**

To ensure the secure, accurate, and compliant receipt, storage, and inventory of all non-controlled medications, including prescription stock, over-the-counter products, and medication samples, in accordance with CARF standards and Ohio law.

#### **II. Scope**

Applies to all authorized personnel responsible for receiving, storing, and maintaining medication inventory across REACH for Tomorrow programs. Controlled substances are covered under a separate Controlled Substance Policy and Log.

#### **III. Policy Statement**

All non-controlled and sample medications received by REACH for Tomorrow must be documented upon receipt, inspected for accuracy and integrity, and recorded in the Medication Inventory Log. Samples must be tracked with the same safety and accountability measures as prescription inventory.

#### **IV. Definitions**

- Medication: Any non-controlled prescription, over-the-counter, or sample drug.
- Sample Medication: FDA-approved medication provided by manufacturers for clinical use at no cost.
- Authorized Personnel: Staff designated by the Director of Medical and Clinical Services to handle medications.

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### V. Procedure

#### A. Receipt of Medications

1. Deliveries accepted only by authorized personnel.
2. Verify medication name, strength, dosage form, quantity, lot number, and expiration date.
3. Inspect for tampering or damage.
4. Document receipt immediately in the Medication Receipt & Inventory Log.
5. Receiving staff member initials and dates each entry.
6. Samples logged separately in the Sample Medication Log with prescriber initials verifying receipt.

#### B. Storage and Security

1. All medications stored in secure, temperature-controlled environments per manufacturer recommendations.
2. Non-controlled medications and samples stored separately from controlled substances.
3. Access restricted to authorized staff listed on the Medication Access Roster.

#### C. Inventory Management

1. Maintain perpetual inventory for all non-controlled stock and samples.
2. Record medication name, strength, quantity, lot number, expiration date, and date received.
3. Perform monthly physical counts; discrepancies reported immediately.
4. Expired or damaged medications labeled "Do Not Use" and segregated for destruction.

#### D. Disposal of Expired or Damaged Medications

1. Expired medications destroyed in accordance with the Medication Destruction Policy.
2. Two authorized staff must witness destruction.
3. Record destroyed items in the Medication Destruction Log.

#### E. Record Retention

All inventory records retained for at least six (6) years and made available for CARF, Ohio Board of Pharmacy, or internal audit review.

### VI. Oversight and Auditing

1. Monthly audit of medication inventory performed by authorized staff.
2. Quarterly review by the Medication Management Committee (MMC) to monitor trends and compliance.
3. Any discrepancy investigated and reported to the Director of Medical and Clinical Services.

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### **VII. Staff Training**

All staff involved in medication receipt or inventory complete annual training on documentation, safety, and proper handling of medication and samples.