

POLICY AND PROCEDURE

REACH for Tomorrow

RC-200

TITLE: Prescription Medication storage and disposal

EFFECTIVE DATE: 2/16/21

AUTHORIZED BY: Board of Trustees

It is the policy of REACH for Tomorrow INC. that persons served may self-administer medications following specific procedures, including proper storage of this medication.

Storage/Accounting of Medications

All medications of clients living in supportive housing programs will be stored in a locked cabinet that is accessible only by designated staff except for life saving medications such as inhalers and EpiPen's. A medication log sheet will be maintained for each client in a designated log book in which the medication name, number/amount of medication in container, information regarding dosage and frequency, instructions for use including method and route of administration, prescribing professional, and documentation of consumption of the medication will be recorded. All entries on the client medication log sheet will be initiated by both staff and client to verify accuracy.

Obtaining Medications

Upon enrolling in services, the client will turn over to staff any prescription and/or over-the-counter medications. Only medications that are in the prescription/original container will be permitted. The staff person will ensure the medication is labeled with the client name and dosage information, record the medication on the medication log sheet, and secure the medication in a locked cabinet. When medications are received by the client, after enrollment in services, the client will inspect the medication to verify it is the correct medication/dosage and will turn over the medication to staff who will verify the medication is labeled with the client name and dosage directions, log the medication in the logbook, and secure it in the locked cabinet. All entries on the medication log sheet will be verified by the initials of both the staff and client. All prescribing will be referred out to outside organizations and will not be prescribed by a provider within R.E.A.C.H for Tomorrow.

Procedure for Self-Administration of Medication for clients living in supportive housing

Staff will accompany the client to the medication cabinet and verify that it is appropriate for the client to take medication (i.e. time/type, etc.). Staff will unlock the cabinet, hand the medication container to the client and witness the client removing correct dosage from the container. The staff person will log the medication, dosage, and time on the log sheet. The staff person will return the container to the locked cabinet. All entries on the medication log sheet will be verified by the initials of both client and staff. In the event the client will be off-site on pass, the care and control of medication will be turned over to the client at the time they leave the facility. The information will be logged per procedure with the additional notation for the reason the client is

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receiving medications in advance. Upon return to the program, the client will turn in medication for logging per procedure.

Returning Medication

Upon discharge, staff will return to the client any unused medications as indicated by the medication log, verified by the initials of both staff and client. When the return of unused medications to the client is not possible, proper disposal of the medication will occur, by means of local disposal procedures. Medications unclaimed at discharge or discontinued during treatment are taken to local medication disposal site (Corner Pharmacy) for proper destruction and/or disposal. Syringes will be disposed of using a sharps container.

Availability of Non-prescription Medications

Ordinary, over-the-counter medications such as Tylenol, antacids, etc. will be kept on-site. If a client requests/requires such medication, the Procedure for Self-Administration of Medication will be followed, noting the reason for the use of the medication on log.

Outpatient Clients Not Receiving Supportive Housing

REACH for Tomorrow INC. is committed to maintaining an atmosphere free from the effects of legal and illegal substances that cause potential health, safety, and security.

Clients are prohibited from the unlawful manufacture, possession, distribution, use or purchase of non-prescribed drugs and intoxicants at the Agency.

It is not acceptable for clients to present for services except for Emergency Services impaired from the use of legal (alcohol, prescription, over the counter, or herbal remedies) or illegal substances. Possession of illicit drugs on person or premises is prohibited, may be grounds for discharge and be subject to local authorities.

Disposal

It is the policy of REACH for Tomorrow INC. that discontinued, contaminated, expired, or adulterated medications not returned to the client upon discharge shall be destroyed.

- Partially used or unused medications that are not returned to client upon discharge shall be disposed of by an appropriate disposal method.
- Discontinued, contaminated, expired, or adulterated medications are not returned to the client upon discharge shall be disposed of by an appropriate disposal method.
- Medication disposal shall be witnessed by at least one individual in addition to the staff person completing the disposal process.
- The Executive Director shall account for disposal through documentation. The facility shall maintain a log of all medication disposal. The log shall include client name, drug name, strength, quantity, date of disposal, and reason for disposal.

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- The medication disposal log shall be signed and dated by 2 staff members on duty and Program Director. Medication will be delivered to the local disposal site for appropriate disposal meeting site policies for disposal.
- Documentation of drug disposal will be kept in medication disposal monitoring books for a period of 7 years.

Theft of Drugs (prescription and over the counter)

All medications that are kept at REACH for Tomorrow INC. are done so with the specific use by clients. Not at any point should employees use, take, or dispose of medications, except when being done so in the proper disposal procedure. Any employee, intern, or volunteer with knowledge of a drug theft by an employee, shall report this information to the Executive Director of REACH for Tomorrow INC. This report may be made in total confidence that all efforts shall be made to maintain the confidentiality of the information and the identity of the person furnishing the information. This report may be made by email, phone call or in person. All reports may be made in full confidence to the Executive Director. In the case that the Executive Director is the one suspected of the theft, the report should be made to the Ohio Board of Pharmacy and OMHAS. The report may also be made to the other members of the board of directors for REACH for Tomorrow INC. in the case of narcotic theft, all procedures will stay but also including a report to the D.E.A. **All staff members are informed that; if at any time an employee fails to report drug theft or violates the drug theft policy, the employee will be terminated.**