

SUBJECT: Distribution of Narcotic and Control Drugs
APPROVED BY: VP Nursing and Chief Nurse _____
EFFECTIVE DATE: 2014 02 01
REVIEW/REVISED DATE:

Purpose:

To provide staff with guidelines when distributing narcotics and controlled drugs to a client appointed designate.

Policy/Standard:

Narcotics and controlled drugs will be distributed to the client prescribed the medication or client appointed designate.

Materials Required:

Control Medication Signature Sheet - see Appendix A

Related Policies:

Narcotics and Controlled Drugs F-6

Procedure:

1. Narcotics and controlled drugs (i.e. narcotics, benzodiazepines) must be picked up by the client or the client appointed designate.
2. If the narcotics or controlled drugs are picked up by a client appointed designate then the following procedure must be followed:
 - a. The patient must contact the clinic and provide the name of the client appointed designate.
 - b. The client appointed designate must be of legal age.
 - c. The "Control Medication Signature Form" must be signed by the client appointed designate when narcotics and controlled drugs are provided to the designate. The employee who provides the medication must also sign the "Control Medication Signature Form".
 - d. The "Control Medication Signature Form" must be filed on the client's chart under the "Consults" section.

References:

Not Applicable

