

SUBJECT: NARCOTICS AND CONTROLLED DRUGS

APPROVED BY: VP Acute Care Services _____
EFFECTIVE DATE: 1999 10 31
REVIEW/REVISE DATE: 2012 01 03

Purpose:

To provide safe and legal practice guidelines for registered nurses regarding narcotics as per Controlled Drugs and Substance Act.

Policy/Standard:

- All narcotics require the appropriate documents for ordering, monitoring and reporting of missing narcotics.
- All Narcotics and controlled drugs will be in a double locked container.
- Tamper resistance drug prescription pads must be locked in the narcotic cupboard at all times.
- Any missing narcotics will be reported to:
 - Pharmacist. The pharmacist will complete the “Loss or Theft Report Form”. A copy of that form can be obtained from the NL Pharmacy Board website. The form is sent to Health Canada and NL Pharmacy Board by the pharmacist. A copy of the form is kept in the hospital pharmacy and clinic pharmacy. A copy of the form may have to be forward to the RCMP as per the pharmacist directions.
 - RCMP.

Materials Required:

Loss or Theft Report Form.

Related Policies:

Not Applicable.

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Procedure:

When ordering and requesting narcotics and controlled drugs:

1. When requesting narcotics and controlled drugs the registered nurse must complete a Narcotic Administration Record form and send to pharmacy. Pharmacy will then issue the medications.
2. The registered nurse receiving the narcotics or controlled drugs must sign the Narcotic Administration Record plus a delivery receipt which is attached to the Narcotic Administration Record.
3. The registered nurse locks the drugs in the narcotic cupboard. The Narcotic Administration Record is placed in the narcotic book.
4. The delivery receipt must be returned to the Pharmacy Department.
5. Nurses must record each issue of narcotics or controlled drugs on the Narcotic Administration Record as soon as it is dispensed.
6. The registered nurse will do weekly narcotic counts, monthly controlled drug counts and counts with each change in nursing staff.
7. Appropriate counts will also be done on all individual clients who have narcotics or controlled drugs in the clinic pharmacy.
8. Narcotics and Controlled Drugs are to be checked by two nurses, where possible, to ensure that all medication is accounted for.

References:

Controlled Drugs and Substance Act

<http://laws-lois.justice.gc.ca/eng/acts/C-38.8/>

Narcotics Control regulations:

<http://laws.justice.gc.ca/eng/regulations/C.R.C., c. 1041/page-1.html>

Loss or Theft Report Form

http://www.nlfb.ca/Documents/Forms/Form-HC_Loss-Theft_Report.pdf