

SUBJECT:                               **PHARMACY KEYS**

APPROVED BY:                       VP/COO Acute & Long Term Care \_\_\_\_\_  
EFFECTIVE DATE:                   2001 06 01  
REVISED DATE:                     2008 10 01  
REVIEW DATE:                      2008 01 31

**Purpose:**

To ensure safe storage of pharmaceuticals in Community Clinics. To establish the nurses accountability for pharmaceutical security.

**Policy/Standard:**

- Keys to medication areas are the responsibility of the Regional Nurse at all times.
- No staff other than Regional Nurses will have keys to medication areas.
- The Regional Nurse is accountable for prudent and safe clinic management. The organization will not hold the Regional Nurse liable for any incident arising from an occurrence beyond that which is prudent.

**Procedure:**

- The Nurse in Charge will issue pharmacy keys upon the arrival of the Regional Nurse at the community clinic.
- When a nurse leaves the community, (s)he will surrender pharmacy keys to the Nurse in Charge for circulation to new RNs in the community.