

ALASKA PIONEER HOME		P&P No: 07.05
Title: Controlled Substances		Approval: <i>Debra Wilson</i> <i>acting Director</i>
Key Words: Schedule II, III, IV, and V; Receipt, Return, Destruction		
Team: Pharmacy, Nursing	Effective Date: 7/15/15	Page: 1 of 5

PURPOSE

To describe the order, receipt, return, destruction, and documentation processes of controlled substance medications by the Alaska Pioneer Home (AKPH) Pharmacy.

POLICY

AKPH follows the state and federal requirements of ordering and documenting processes of controlled substance use, as classified by the Drug Enforcement Administration (DEA) and Alaska state law.

Access to controlled substances is limited to AKPH staff that is authorized to access these medications.

AKPH Pharmacy maintains perpetual inventory logs to account for controlled substances in the Homes.

Controlled substances that are no longer needed by the resident are disposed in a DEA certified receptacle.

DEFINITIONS

Controlled substances are drugs which are regulated or outlawed due to their potential for abuse or addiction. Such drugs include narcotics, stimulants, depressants, hallucinogens, and cannabis. The manufacture, possession, and use of controlled substances are regulated by the government.

Schedule II substances have high abuse potential and severe psychological and/or physical dependence liability.

Schedule III, IV, and V substances have less abuse and limited dependence potential than Schedule II substances.

PROCEDURE

- I. **Schedule II Controlled Substance Medications**
 - A. Examples of Schedule II
 - 1. Fentanyl patch

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2. Morphine
3. Oxycodone
4. Methadone

B. Ordering Schedule II

1. Schedule II controlled substances are dispensed upon the receipt of the written prescription.
2. A properly prepared prescription written for a Schedule II substance for a resident may be transmitted by the practitioner or practitioner's agent to the dispensing pharmacy by fax. The fax serves as the original written prescription. (21 CFR 1306.11(f), 1306.05)
3. Partial filling of a Schedule II drug prescription is permitted for a resident for a period not to exceed sixty (60) days from the date of issue. (21 CFR 1306.13(b))
4. The transmitted prescription may not be processed by the pharmacy if the fax copy has VOID or otherwise indicates that the prescription is not an original.
5. A faxed Schedule II prescription must be transmitted directly to the pharmacy by the practitioner. It cannot be sent to the Pioneer Home and forwarded to the pharmacy.
6. Schedule II controlled substances are not refilled.
7. Schedule II controlled substances are reordered when a five (5) day supply remains.
 - a) This allows for transmittal of the required original prescription from the physician to the pharmacy.
8. A prescription for a controlled substance contains the following:
 - a) Resident's name
 - b) Date
 - c) Drug
 - d) Dose
 - e) Route of administration
 - f) Schedule of administration
 - g) Amount of medication to be dispensed
 - h) Indication and diagnosis
 - i) Prescriber's signature, DEA number, address and phone number
9. Procedure for placing the Schedule II prescriptions in the pharmacy tote box:
 - a) Two staff (including at least one nurse) seal the original Schedule II prescriptions in a non-transparent paper envelope.
 - b) The two staff each write information on the outside of the envelope:
 - (1) Signature
 - (2) Date
 - (3) Number of prescriptions in the envelope.

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- c) *Do not* write the resident's name or contents of the envelope on the outside.
 - d) Place the envelope in a plastic baggie for protection.
 - e) Place the envelope inside a pharmacy tote box or WPX envelope for mailing.
 - f) Secure the envelope inside the bottom of the tote box with tape.
 - g) Close and secure the tote box and return to the pharmacy.
10. Receiving Schedule II prescriptions in the pharmacy
- a) Two pharmacy staff witness the opening of the envelope, date, sign, and list the contents of the envelope.
 - b) The empty envelope is kept in the pharmacy for one month for tracking purposes, and then discarded.
 - c) Pharmacy copies the received Schedule II prescriptions and faxes a copy back to the Home, indicating the prescription has been received.

C. Dispensing Schedule II

1. Pharmacy fills a maximum sixty (60) day supply of a Schedule II medication.
2. Pharmacy dispenses Schedule II tablets and capsules in accountable quantities and containers designed for easy counting of contents.

D. Storing Schedule II

1. Schedule II medications are stored in a locked cabinet within the pharmacy.
2. The medications are counted with the semi-annual pharmacy inventory and in a perpetual inventory log book.

II. Schedules III, IV, and V Controlled Substance Medications**A. New and refill orders for Schedule III, IV, and V**

1. Ordered and received with other medications from the pharmacy.
2. May not be refilled after 6 months from the date written.
3. May not be refilled more than 5 times.
4. Refill is requested on a Refill Request form.
5. All controlled substances are dispensed from the pharmacy upon request from a licensed AKPH nurse.
6. A controlled substance is *not* automatically sent to the Home.
7. Orders are signed and dated by the prescriber.
8. Schedule III, IV, and V may be faxed to the pharmacy.
9. If the order prints "void" when copied or faxed, pharmacy must receive the original order to fill.

B. Dispensing Schedule III, IV, and V

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1. Pharmacy dispenses tablets and capsules in a 14 day supply as the order allows and containers designed for easy counting of contents.

C. Storing Schedule III, IV, and V

1. Stored with other medications within the pharmacy.
2. Counted with the semi-annual pharmacy inventory and in a perpetual inventory log book.

III. Receipt of a Controlled Substance into the Home**A. Documentation**

1. The AKPH Pharmacy monitors each dose of a controlled substance from the time that it enters a Home, until the medication is gone, discontinued, or expired.
 - a) The pharmacy monitors all the controlled substances, regardless of the source.
 - b) The Homes maintain a secure area for storage of the controlled substances.
 - c) The Homes limit access to this area to authorized, licensed nurses.
2. When the controlled substance that is dispensed from pharmacy arrives at the Home, a log is attached to the order.
 - a) The AKPH nurse signs the log to acknowledge receipt of the medication.
 - b) The nurse faxes the log to pharmacy, and keeps the original log at the Home.
 - c) When the medication is finished, discontinued, or expired, the nurse sends the original log to the pharmacy once disposal of any remaining medication has occurred.
 - d) A copy of the log is kept at the Home.
3. When the controlled substance is from a local acquisition source or the VA, the nurse makes an original log.
 - a) The AKPH nurse signs in the medication as received into the Home.
 - b) The nurse faxes the log to pharmacy, and keeps the original log at the Home.
 - c) When the medication is finished, discontinued, or expired, the nurse sends the original log to the pharmacy once disposal of any remaining medication has occurred.
 - d) A copy of the log is kept at the Home.
4. When the controlled substance is brought into the Home by Hospice, and is administered by AKPH staff, the nurse makes an original log.
 - a) The AKPH nurse signs in the medication as received into the Home.

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- b) The nurse faxes the log to pharmacy, and keeps the original log at the Home.
 - c) When the medication is finished, discontinued, or expired, Hospice is responsible for disposal of the medication.
 - (1) Hospice can use the Pioneer Home receptacle for disposal of the medication.
 - d) Hospice can direct the AKPH nurse to dispose of the controlled substance medication.
 - e) When the medication is finished, discontinued, or expired, the nurse sends the original log to the pharmacy once disposal of any remaining medication has occurred.
5. A discrepancy in the count of a controlled substance in the Home is reported to the nurse in charge immediately.
- a) If the count cannot be resolved, then
 - (1) an incident report is completed and submitted to the Home Administrator, *and*
 - (2) a copy is faxed to the pharmacy.

IV. Disposal of a Controlled Substance Medication

- A. When the controlled substance medication is pulled for disposal, the nurse completes the Controlled Medication Inventory Log with the disposal date and quantity.
 - 1. The Controlled Medication Inventory Log is signed by the nurse and a nurse witness.
- B. The medication is immediately placed in the Controlled Substance Medication Disposal Receptacle located in the Home with the nurse and nurse witness present.
- C. The original Controlled Medication Inventory Log is sent to the pharmacy. A copy is kept at the Home.

HISTORY OF REVISIONS

New:

Revised: 7/15/15

Reviewed:

ATTACHMENTS