

Section 4

Ordering, Storage and Disposal of Medications

Section 4 – Ordering, Storage and Disposal of Medications

Objectives:

1. Describe procedures for reordering medications and ensuring medications ordered are available for administration.
2. Describe correct storage and securing of medications.
3. Maintain an accurate inventory of controlled substances.
4. Identify the procedures for disposal of medications.

Advance Preparation – In General

- Review curriculum and presentation materials and activity
- Add examples or comments

Supplies

- Controlled Substance Logs or Forms used at adult care home to keep accurate accountability of controlled substances
- Forms used for Destruction or Return of Medications
- Policies and Procedures for Ordering, Storage, Controlled Substances and Disposal

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<p>Objectives</p> <ol style="list-style-type: none"> 1. Describe procedures for reordering medications and ensuring medications ordered are available for administration. 2. Describe correct storage and securing of medications. 3. Maintain an accurate inventory of controlled substances. 4. Identify the procedures for disposal of medications.
<p><input checked="" type="checkbox"/> TEACHING TIP: Ordering Medications</p> <p>Review procedures for the following activities related to ordering medications at the adult care home and teach/demonstrate: simple refills; emergency pharmaceutical services; receiving medications when delivered from the pharmacy; accounting of medications administered by staff.</p> <ul style="list-style-type: none"> • To avoid a medication error resulting from medication availability, there must be a system for insuring reordering and delivery of resident medications • Medication supplies must be monitored regularly and reordered • If a medication is not available, an effort to obtain the medication must be made and documented • Notify the pharmacy, supervisor, physician and family, regarding any medication not being available, as needed and in accordance with facility policy
<p><input checked="" type="checkbox"/> TEACHING TIP: Storage of Medications</p> <p>Review the policies and procedures for storage of non-refrigerated and refrigerated medications and show where each type is maintained or kept in the adult care home</p> <p>Storage of Medications</p> <ul style="list-style-type: none"> • Medication storage areas, i.e., medication cart and medication room, need to be orderly so medication may be found easily • Store medications in a locked area, unless medications are under the direct supervision of staff; direct supervision means the cart is in sight and the staff person can get to the cart quickly, if necessary • Lock medication room/cart/cabinet when not in use. Unless the medication storage area is under the direct supervision of staff lock the medication area including carts • Store external and internal medications in separate designated areas • Store refrigerated medications in the medication refrigerator or locked container if stored in refrigerator accessible to other staff • Store medications requiring refrigeration at 36 degrees F to 46 degrees F (2 degrees C to 8 degrees C)

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<p><input checked="" type="checkbox"/> TEACHING TIP: Controlled Substances</p> <p>Review the procedures for storage of controlled substances, correctly signing out for controlled substances, and reporting of any discrepancies discovered and teach/demonstrate the procedures. If special packaging is provided by the pharmacy for controlled drugs, show packaging used</p>
<p>Controlled Substances</p> <ul style="list-style-type: none"> • Controlled substances or controlled medications are medications that are kept locked most often in a special location or drawer in the medication cart or medication room <ul style="list-style-type: none"> ○ Medication Aide must make sure the number or amount of medication listed on the controlled substance log or form is correct before removing any medications for the resident. This is called the “count” ○ When a controlled medication is removed, the amount removed must be documented and the number of remaining medications must be counted and that number recorded ○ The facility must have a readily retrievable record of controlled substances by documenting the receipt, administration and disposition of controlled substances
<p><input checked="" type="checkbox"/> TEACHING TIP: Disposal of Medications</p> <p>Review the procedure for disposal of medications when opened and prepared, but not given and teach the procedure</p>
<p>Disposal of Medications</p> <ul style="list-style-type: none"> • Reasons for disposal of medications include <ul style="list-style-type: none"> ○ Resident refused after medication was prepared ○ Medication was dropped on the floor or contaminated ○ Medication has expired ○ Medication has been discontinued by the resident’s physician or prescribing practitioner • Dispose of dosages of medication that have been opened and prepared for administration and not administered for any reason promptly • Medications discontinued or expired are destroyed or return to pharmacy in accordance with facility policy • Discuss the facility’s procedures with disposal of medications
<p>Proceed to Section #5</p>