	DIVISION OF CHILD AND FAMILY SERVICES Children's Mental Health
SUBJECT:	Management of Medication Samples in Outpatient Clinic
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APPROVED BY: **DATE:**	Patricia Merrifield, Deputy Administrator February 4, 2011
SUPERSEDES:	SNCAS Policy 7.30, NNCAS Policy 7.30
APPROVED BY: **DATE:**	Commission on Mental Health and Developmental Services
REFERENCES:	
ATTACHMENTS:	Attachment A Medication Log Attachment B Expired Samples Form

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I. POLICY: Medication samples in the Outpatient Clinic will be appropriately and safely managed.

II. PURPOSE: This policy is to ensure that all medication samples in the Outpatient Psychiatry Clinic are managed appropriately.

III. DEFINITIONS:

A. Balance – amount of remaining sample medication
B. Client – Pursuant to NRS 433B.050 client means a child who seeks, on his own or another's initiative, and can benefit from care and treatment by DCFS.
C. Expiration Date – last date drug is viable for use by clients
D. Issued by – person who actually completes paperwork for medication log and/or label, e.g., nurse or physician
E. Lot # - number given to actual medication during the manufacturing process to be utilized if the drug is found to be potential harmful to patients and needs to be recalled
F. Medication Cabinet – secure cabinet with lock that has limited access and is located in a secure room.
G. Medication Log – written log of all medication samples that is an up-to-date inventory of medication samples
H. Medication Sample – medication obtained from pharmaceutical company for use in client care
I. Prescriber – physician prescribing samples
J. Sig – describes how medication should be taken; for example, "Take one pill by mouth each night"; Often, this is accompanied with a reason; for example, "Sleep"

IV. PROCEDURE:

A. All samples must be kept in a secure "Medication Cabinet(s)" that has limited access by staff.
   i. Cabinet must be locked after each access.
   ii. Room that holds the medication cabinet(s) must be locked when not occupied by assigned staff

B. Staff with access to the medication cabinet(s)
   i. Physician assigned to clinic
   ii. Nurse assigned to clinic

C. A "Medication Log" will be maintained in an up-to-date and accurate manner at all times to assure that the inventory in the Medication Cabinet is accurate, and to allow for clients to be contacted if a drug is recalled by the manufacturer.
   i. The Medication Log will be housed in a notebook binder.
   ii. The Medication Log will be kept locked in the medication cabinet at all times and will only be accessed by staff assigned to the clinic; the physician and nurse.
   iii. The Medication Log will have a new page for each "Drug/Dosage." The "Drug/Dosage" will be clearly marked at the top of an 8.5 x 11 horizontal paper (see Attachment A).
   iv. Categories placed horizontally across the page will consist of the following:
      1. Lot #
      2. Expiration Date
      3. Dispensing Date
      4. Issued By
      5. Client/Date of Birth
      6. Client Phone Number
      7. Prescriber
      8. Amount Dispensed
      9. Balance
   v. All Medication Logs must be kept for two years. Storage of completed Medication Log must be in a secure location agreed upon by Medical Director and Director of Nursing, (DWTC)/Nursing Supervisor (ATC) or designated CPM II.
   vi. Medication sample must be given to patient/parent/guardian/legal custodian/caregiver by physician or registered nurse.

D. A "Label" must be affixed to all medication samples being dispensed from the Psychiatry Clinic.
   i. The label will be at least 1.5 by 3 inches in size.
   ii. The label must be legible.
   iii. The label will contain the following information:
      1. Client name
      2. Date of birth
      3. Current date
      4. Doctor name
      5. Drug and dose
      6. Sig
      7. Quantity
      8. Expiration date of medication

E. Expired samples will be disposed of immediately by the nurse or physician. The following procedure will be utilized:

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i. All expired samples will be recorded on an 8.5 x 11 inch paper titled "Expired Samples Form DCFS Psychiatry Clinic" (see Attachment B).

ii. Each expired sample will be listed under the following categories:

1. Drug/Dosage
2. Quantity

iii. Each page will be dated according to the date it was dropped off at the disposing facility. The name and signature of the person dropping off the expired medication will also be clearly marked on the form. The disposing facility will be a drug disposal company contracted by the State of Nevada or a pharmacy of the Division of Mental Health and Developmental Services.

iv. A copy of each page labeled "Expired Samples Form DCFS Psychiatry Clinic" will be maintained by the Psychiatry Clinic in the same long-term storage location as the Medication Log sheets.

V. The senior pharmacist at the Division of Mental Health and Developmental Services assigned to the State of Nevada Division of Child and Family Services should be consulted on a yearly basis to update this policy and procedure.

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