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| **MONTCALM CARE NETWORK PROCEDURE 611 North State Street, Stanton, MI 48888** | |
| SUBJECT: Storage, Distribution and  Disposal of Medication | Section: 8305K |
| Effective Date: December 7, 2012 | Revised Date: April 26, 2023 |

# Storage of Medications

1. Montcalm Care Network maintains a secure Medication Room. Access to the room is restricted by a security system which records entries and restricts access to prescribers, nursing staff, medical assistants, the Safety Officer, and Clinical Director. Only a nurse, prescribers, or medical assistants may administer, store, distribute, and maintain medication logs.
2. Medications are delivered to MCN by a contracted provider, pharmaceutical representative or Patient Assistant Program and are immediately secured into the Medication Room by medical staff.
3. Private insurance/Medicare recipients may hand deliver sealed injectable medication directly from the pharmacy to medical staff. Hand delivered medications are inspected to ensure the medication has not been opened, tampered, or integrity compromised. Suspect medications will not be accepted for storage.

4. All pharmaceuticals in the Medication Room are stored in a locked medication cabinet or temperature-controlled refrigerator according to pharmacist instructions.

5. Medications stored on the premises are inventoried on receipt and at a minimum of monthly.

6. The Medication Inventory Log lists:

* 1. Date received
  2. Name of medication
  3. Dosage
  4. Quantity
  5. Lot number
  6. Expiration Date
  7. Identification of type of stock (sample, patient assistance, injectable)

7. The log is reviewed by the Nurse Manager and one additional medical staff monthly to ensure appropriate counts and integrity of the medications. The Medical Director and Clinical Director will be informed of any discrepancies.

8. All medication on the premises must be stored in the original container and labeled with the following:

* 1. Name of medication
  2. Strength of medication
  3. Dosage of medication
  4. Dispensing pharmacy: lot number and expiration information

9. No controlled substances will be stored on the premises.

# Distributing Medications

1. All medications will be distributed from the Medication Room by prescriber order only and removed by a member of the medical staff.
2. Naloxone rescue kits may be distributed based on standing order in accordance with procedure 8305J.
3. Medications are distributed in the original manufacture or pharmacy packaging.
4. Instructions for use will be provided with all medication samples distributed by MCN. When more than one kind or strength is issued, each will be bagged separately with its own instruction sheet. Instruction sheets will have the individual’s name and date of birth.
5. Naloxone rescue kits are distributed with an acknowledgement of training form. A signed copy of this form is retained by MCN.
6. All medications, with the exception of Narcan kits, will be labeled prior to distribution with:
   * 1. Individual’s Name
     2. Prescriber Name
     3. Instructions for Use
7. No more than a 34-day supply of sample medication will be issued at one time.
8. No more than one Narcan rescue kit will be distributed at one time per individual.
9. All distributed medications are logged out of the Medication Inventory Log including the date distributed, individual’s name, quantity given and by whom (staff name).

# Disposal of Medications

1. Medications are checked for expiration, recall and discontinuation. This is labeled on the Medication Log. The FDA recall list is utilized as a safety check. Medications are removed from stock immediately when compromised.
2. Medication that has been damaged, contaminated, or recalled will be disposed and an Incident Report completed. The prescriber and individual are notified within 24 hours of the discovery of any recalled medications. Individuals are instructed to return any unused medication for disposal.
3. Medication, on or after its expiration date, or for which the individual no longer has an active prescription, will be disposed.
4. Only medication for which there is an active prescription will be given to the individual upon discharge from services. Enough medication is made available to ensure the individual has an adequate supply until he/she can become established with a new provider.
5. Patient Assistant Medication orders are held for up to 45 days in the Medication Room and then disposed if not picked up by the individual.
6. Disposed medications are recorded on the Medication Inventory including reason for disposal, date disposed, and persons present.
7. Medications that need to be destroyed are stored in a lock box separate from other medication. Once a month they are deposited by the nurse and a second member of the medical staff at the Montcalm County Sheriff Department’s drop off box for environmentally, secure disposal.
8. A witness is required to dispose of all medications and a Sheriff’s Department representative verifies drop off has occurred.
9. MIOSHA-approved biohazard waste containers with sharps and other biohazard materials are disposed of no less than every 90 days. Materials are picked up by an approved biohazard disposal company and disposed of according to Michigan regulations.
10. Montcalm Care Network maintains a Medical Waste Registration with the Department of Environment Quality.

**Destroying Medications dropped off to MCN**

1. Individuals who are at risk of self-harm through ingesting more than prescribed medications may bring medications to MCN. Medications will be disposed of immediately in RX Destroyer. There will be two staff present when receiving and destroying prescription medications. Staff will document name of medication and number of pills destroyed.
2. RX Destroyer will be kept in locked medication rooms in both Stanton and Baldwin locations.
3. IH staff will be responsible for ordering and disposing of RX Destroyer as needed.
4. MCN will follow manufacturer guidelines for the RX Destroyer.
5. MCN staff will remove personal identifying information from the prescription and shred this information. Empty pill bottles can be thrown in trash after personal information is removed.
6. Individuals who have expired or unused prescription medications, but are not at risk of self-harm will be directed to the Sheriff Department Drop off or local Take Back events.

**Co-located Genoa Pharmacy**

1. Genoa Pharmacy rents space from MCN and is a co-located onsite pharmacy specialty pharmacy. Genoa specializes in psychiatric drugs but recognizes the importance of serving the whole person and will fill primary care and other specialists ordered prescriptions.
2. Individuals opting to use the Genoa Pharmacy will be given staff support in make the transfer.
3. Genoa Pharmacy offers a variety of medication packaging options. MCN staff are available to assist individuals in choosing the best packaging option for their specific needs.
4. MCN staff may transport Genoa prescriptions to a person’s home when the persons served is unable to pick up the medications.
5. Transportation of controlled substances by MCN staff requires the person receiving the medications to sign a MCN designated form indicating controlled medications were received and confirming the dosage and quantity of medications are accurate.
6. Transported medications that are unsuccessfully delivered must be returned the same day of transport. If Genoa Pharmacy is closed, medications may be stored in a locked desk or cabinet until the next business day.