Controlled Substance Policy

1. Controlled substances are medications often referred to as narcotics. These include, but are not limited to, Morphine, Hydromorphone, Dilaudid, Demerol, Fentanyl, Oxycodone, Oxycontin, MS Contin, Norco, Percocet, Tylenol #3, Codiene, Methodone, Lorcet, Vicodin, Endocet.
2. When assisting or administering any controlled substance, you must tract each dose by:
   1. Logging in each drug into the Narcotic Count Book when it comes into the home, listing date, name of the medication, dosage and who it was ordered for.
   2. Charting each dose given on the MAR, both front and back if PRN.
   3. Charting each dose given in the Narcotic Count Book.
   4. Counting all remaining controlled medications at the change of each shift by two people.
   5. If the count is off and you cannot find the error, you must immediately call the RN on call.
   6. Any drugs destroyed must be done by two persons, one must be one of the above RNs.
   7. For destruction, the drugs are to be put into the Drug Buster bottle after charting the final count and noting in the Narcotic Count Book how many tablets or liquid in milliliters destroyed.
   8. If count is off, do not destroy any medication until count can be reconciled.

Please sign you have read and understand the policy above:

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