

**HACKETTSTOWN REGIONAL MEDICAL CENTER  
ADMINISTRATIVE POLICY MANUAL**

**Authorized Access to Areas Storing Medications**

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<b>Effective Date:</b> 11/10	<b>Policy No:</b> PC33
<b>Cross Referenced:</b> Pharmacy 7710.03-05; PN.07b	<b>Origin:</b> Pharmacy
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**SCOPE**

This policy has hospital-wide application.

**PURPOSE**

To define the conditions under which medications will be stored to safeguard against tampering, unauthorized access, or diversion.

**DEFINITIONS**

**Authorized Personnel:** Includes all licensed independent practitioners and patient care personnel who are authorized to procure, prepare, dispense, or administer medications and those individuals involved with the delivery and restocking of medications and supplies.

**Ancillary Personnel:** Includes personnel who require limited access to perform essential job responsibilities.

**Secure Area:** An area where medication is stored in a locked container, locked cabinet, or locked room, or is under constant surveillance and supervision to prevent unauthorized individuals from obtaining access.

**POLICY**

In accordance with Federal, State and local laws and regulations, all medications will be kept in a secure area, and locked as required. Medications listed in Schedules II, III, IV, and V of the *Comprehensive Drug Abuse Prevention and Control Act of 1970* will be kept locked and within a secure area at all times. All other medications (including nonprescription medications, IVs, contrast media, and irrigations) must be kept in a secure area.

Only authorized personnel will have access to secured areas. Department Managers or his/her designee will facilitate limited access for ancillary personnel.

Access to Automated Dispensing Machines [ADM] will be granted by Pharmacy according to Pharmacy Policy 7710.09-01.

**SPECIAL CONSIDERATIONS**

**A. Operative and Delivery Room Suites:**

1. The operative and delivery suites will be considered a “secure” area when personnel are actively providing patient care or preparing to receive patients.
2. When the operative and delivery suites are not in use, all mobile and non-mobile carts containing medications within these rooms will be locked.
3. Non-controlled medications stored on top of or inside anesthesia carts are not required to be locked between cases provided that the operating room is actively being used for patient care. Operating rooms are considered to be in “active use for patient care” as long as a case is scheduled to be performed in that room within a reasonable period of time.

**B. Topical Medications:**

1. Consistent with PN Manual Policy PN.07b, OB patients may be allowed access to topical medications for self-administration. These medications are stored in a manner which reasonably prevents access by unauthorized individuals.

**REFERENCES**

The Joint Commission – Medication Management -The hospital safely stores medications.

Pharmacy Policy & Procedure Manual - Policy 7710.09-01.

Pharmacy/Nursing Manual- Medication Storage PN.07b

Approved at Presidents Council Meeting

3/9/2015

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