

**TITLE: Patient's Own Medication**

<b>EFFECTIVE DATE:</b> 5/1/07	<b>Policy #:</b> PN.07a	<b>PAGE:</b> 1 OF 2
<b>REVIEW/REVISION DATE:</b> 7/09, 11/09, 7/10, 4/16	<b>CREATED BY:</b> V. Anselmo, RPh <b>REVISED BY:</b> R. Thelin, PharmD	<b>DISTRIBUTION:</b> Nursing; Pharmacy

<b>JCAHO standard:</b>  Formulary medications are sent home if feasible.	It is the policy of the HRMC pharmacy to dispense all formulary medications from the hospital supply. Non-formulary medications are held until a decision is made as to whether they will be ordered on admission. Patient's own meds will be used only if: <ol style="list-style-type: none"> <li>1. The HRMC pharmacy does not have the medication on formulary and there is not an Approved Therapeutic Substitution Equivalent.</li> <li>2. The physician has been contacted regarding use of another formulary agent and has stated that this medication is required for treatment of their patient.</li> <li>3. A pharmacist can positively identify the medication, confirm the medication's expiration date, and determine that the medication is in usable condition. If these conditions can not be met, these medications will only be used in extraordinary circumstances.</li> <li>4. Medications are <b>NOT</b> to be kept at the patient's bedside.</li> </ol>
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<b>1. Storage:</b> If med is <b>ABLE</b> to be sent home (or to transferring facility)  Cerner – Ad Hoc form	<b>Nursing:</b> <ol style="list-style-type: none"> <li>a) If patient in ED or outpatient setting, store all patient's own medications with patient belongings, with family member, or in medication room (if available).</li> <li>b) Send medications home (family member), or to transferring facility as soon as possible.</li> <li>c) Available option: Document medications returned to the patient or family in 'patient valuables' section, if known. <i>[Medications listed under 'Miscellaneous' on the 'Valuables and Belongings' form]</i></li> </ol>
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<b>2. Storage:</b>  If <b>UNABLE</b> to send med(s) home (or not sent home before admission)  Cerner – Ad Hoc form	<b>Nursing:</b> <ol style="list-style-type: none"> <li>a) A sticker should be applied to the discharge sheet to notify that the patient has their own medications to be returned at discharge.</li> </ol> <p><b>All medication containers should be handled with gloves.</b>  <b>All medication should be placed inside a plastic bag to eliminate risk of contamination.</b></p> <ol style="list-style-type: none"> <li>b) Deliver patient's own medications to pharmacy. If they can not be delivered, store medication in the medication room (or patient medication drawer in med cart) and contact pharmacy to pick up. Refrigerated meds must be stored within a medication refrigerator.</li> </ol> <b>Pharmacy:</b> <ol style="list-style-type: none"> <li>a) If not delivered by nursing, pick up medications from Nursing Unit and bring to Pharmacy.</li> <li>b) Initiate a 'Patient's Own Medications' form [Form #12519] and document:             <ul style="list-style-type: none"> <li>-List of received medications, doses, forms, and quantity;</li> <li>-If medication obtained in a pill box or in mixed container, document as much as possible— including identifying imprints or color. [every effort will be made to document the contents and NOT to utilize such medication (unknown dispensing date, lots, etc)]</li> <li>-All controlled medications <b>must</b> have an exact count received.</li> </ul> </li> <li>c) Pharmacist will attempt to store ALL patient-own medications within the C-II Safe with Form.             <ul style="list-style-type: none"> <li>Exceptions:                 <ul style="list-style-type: none"> <li>- Refrigerated meds must be stored within a medication refrigerator.</li> <li>- Frozen meds must be stored within a medication freezer</li> <li>- Large items</li> </ul> </li> </ul> </li> <li>d) Available option: Document medications received in 'patient valuables' section. <i>[Medications listed under 'Miscellaneous' on the 'Valuables and Belongings' form]</i></li> </ol>
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<p><b>3. Dispensing:</b></p> <p>If it is <b>necessary</b> for a patient <b>to use their own med.</b></p> <p><b>**IF pharmacy is closed:</b> a patient's own medication may be administered only if the Administrative Coordinator is able to identify the med (&amp; obtain complete order) and verify with remote pharmacist.</p>	<p><b>Pharmacy:</b></p> <p>a) A provider must write a complete order (drug, dose, route, frequency).  b) An order must be written stating which medications are 'patient own' to be used.  c) Pharmacist enters order as 'PATIENT OWN' or 'PATIENT OWN CONTROLLED' as appropriate, with all tablet identification/imprint, lot (if known), RX# (&amp; pharmacy, if known).  d) An identification label is placed on the product containing the information above and the initials of the identifying pharmacist.  e) All medication containers are placed inside a plastic bag to eliminate the risk of contaminating other medications.  f) <u>Non-Controlled medication:</u> The identified medication is delivered to the nursing unit, signed for by the nurse and stored in the patient specific medication drawer or Pyxis ADM for appropriate storage or in the medication refrigerator.  g) <u>Controlled (C-II-V) medication:</u> Sent and delivered to the 'Patient's Own Controlled' pocket in the Pyxis.  h) <u>Investigational or Frozen medication:</u> Each dose will be dispensed from the pharmacy at the time the medication is due to be administered.  i) Document on 'Patient's Own Medications' form [Form #12519], that medication was sent to the unit to be administered to the patient.</p> <p><b>Nursing:</b></p> <p>a) Non-Controlled medications are 'removed' from Pyxis under the medication name 'Patient's Own'. If the medication is removed and the drawer closed, it can be returned using the 'return' function.  b) Controlled Medications are 'removed' from Pyxis under 'Patient Own Controlled'. If the medication is removed and the drawer closed, it can be returned using the 'return' function.</p>
<p><b>4. Patient discharge:</b></p>	<p>a) <b>Nursing</b> must notify pharmacy as soon as they are aware of impending patient discharge.  b) <b>Pharmacy</b> will document on Medication From Home tracking form [Form #12519] that the medication was returned to the nursing unit.  c) <b>Pharmacy</b> will send the form [Form #12519] with the medications directly to nurse to return to patient.  d) <b>Nurse</b> will sign the form [Form #12519] to acknowledge that medication was received.  e) <b>Pharmacy</b> will retain copy of form [Form #12519] and return to pharmacy.  f) <b>Nurse</b> will place the form [Form #12519] in the medical record.  g) <b>Nurse</b> to return medications to patient.*  <b>*!!! Remember to 'remove' any medications already in Pyxis to send home with patient. !!!</b></p>
<p>*Patient leaves without meds or patient expires.</p>	<p>It is the responsibility of the discharging unit to verify that the patient has all of their medications prior to discharge. If the patient leaves prior to receiving any of their medication, the nursing unit must make all efforts to contact patient or family member and arrange for the pickup or delivery of the medication -  Pharmacy will store the medication after the patient or family contacted, to maintain proper storage until the medication can be picked up. All medications not returned within 30 days of patient discharge or expiration will be destroyed.  Pharmacy will document the return or destruction on the form, retain carbon copy, and send original to medical record.</p>