

TITLE: Obtaining, removing, Returning, and Wasting of Controlled Substances
EFFECTIVE: April 2012
Policy #: PN:12
PAGE: 1 OF 3
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DISTRIBUTION: Pharmacy; Nursing

PURPOSE:	To establish guidelines for the consistent use of MedStation in accessing patient medications. It is the policy of HRMC for users of MedStation to follow the guidelines established below when obtaining medications for patients and performing all related activities.
POLICY:	<p>Administration</p> <ol style="list-style-type: none"> 1. Controlled substances are to be administered as a single dose for one patient pursuant to a physician order. 2. A controlled substance once removed must remain with the individual who removed it at all times and must not be left unattended. 3. Controlled substances must be wasted if not administered within 20 minutes of removal from Pyxis in non-procedural areas. <p>OBTAINING</p> <p>A. Pyxis MedStation Search for patients by name or ID (Account number). If a patient is not listed, alert the pharmacy immediately. (Only add a new patient if the pharmacy verified that the patient does not exist within the Pyxis Console; this may indicate a network issue).</p> <p>For "Profile" units, see Override Policy regarding appropriateness of using the "override" function (medication orders not reviewed by a pharmacist prior to administration of the drug).</p> <ol style="list-style-type: none"> 1. From the main menu, select Remove 2. Select a patient 3. Select medication(s) to remove. Change sort (brand/generic) if desired. <ul style="list-style-type: none"> Non-"Profile" <ol style="list-style-type: none"> a. Enter the quantity and select Remove Now or Select Next med for multiple meds. b. If the Verify Count screen appears, enter current inventory into MedStation c. Enter quantity to remove in "Please Remove" field if necessary d. Remove Med(s) and close the drawer. "Profile" <ol style="list-style-type: none"> a. Medications unavailable from Pyxis will be "grayed out" in a patient's profile b. If the medication is not listed in patient's profile, contact pharmacy c. If a medication is needed emergently (as per provider) use "Override" function: <ol style="list-style-type: none"> 1. Select "Override", find medication 2. Select Medication 3. A witness will be required for all overrides d. If the Verify Count screen appears, enter current inventory into MedStation e. Enter quantity to remove in "Please Remove" field if necessary f. Remove med(s) and close the drawer. <p>B. Non-Pyxis Patient-specific Controlled Substances are delivered by Pharmacy Personnel with a Delivery Signature Receipt and signed for by the Nurse. If the medication is not administered immediately, it must be stored as per Pharmacy Policy 7710.03-05</p>

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RETURN	<p>Medication Return [<i>discouraged, suggest 'waste'</i>] Medications may only be returned if the packaging has not been compromised. If a medication has been compromised, utilize the Waste function (below) and dispose of the entire dose (witness required).</p> <ol style="list-style-type: none"> 1. From the Main Menu, select Return 2. Select the patient. 3. Select Removed Meds to view previously removed meds (displays previous 24 hours), or select 'All Meds' to view complete list of meds 4. Select the medication to return 5. Enter the number of doses to return unless removed quantity appears. 6. Select Return Now or for additional meds, choose Select Next Med. 7. Verify Count if necessary. 8. Verify amount in Please Return or Return Quantity field. Select Accept. System prompts you to return med to original pocket. 9. A witness is required for all controlled medications returned to Pyxis. 10. If the Pyxis prompts you to return to an external return bin, cancel transaction, EXCEPT for Pyxis Anesthesia. The external bin is a "virtual" bin. Either "waste" the medication with another user and discard, or contact pharmacy to return the medication.
WASTE – For controlled substances	<p>Controlled Substances Medication Waste Definitions</p> <ol style="list-style-type: none"> a. Waste – the amount not given to the patient. The prescribed amount is less than what is in the original packaging. b. Witnessed – means the nurse actually sees the medication being drawn up from the original packaging and the amount not needed to be disposed of and the ordered amount of the medication is saved for administration to the patient. <p>A. Waste Through Pyxis Machine:</p> <ol style="list-style-type: none"> 1. If the prescribed amount is less than the amount in the original package, then it must be wasted in the presence of another nurse (witnessed) and documented at the time of removal from Pyxis via the "waste" function prior to administration. See #5 for ampules. 2. When a controlled substance is removed from the Pyxis, then refused by patient: <ol style="list-style-type: none"> a. If intact, the full dose may be returned to the Pyxis b. If NOT intact, the full dose is discarded in the presence of a nurse witness and the reason for the waste is entered through the Pyxis with the signature of the nurse who witnessed the waste. 3. When a tamper proof tab has been removed from an injectable controlled substance or any tampering is suspected to any controlled substance, the medication is wasted in the Pyxis and the full syringe/tablet is returned to the Pharmacy and Pharmacy completes the incident in Hercules. 4. Procedural Areas and procedures completed at the bedside: controlled substances may be moved from the Pyxis prior to the procedure/case. Medications must be wasted at the end of each procedure and before the start of the next procedure.

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5. Ampules – (EXCEPTION) to above processes
 - a. If a controlled substance is packaged in an ampule, the medications will be removed from the Pyxis by the nurse who will administer the medication, then taken immediately to the patient's bedside. In the presence of the witnessing nurse:
 1. the patient ID will be scanned and then the ampule will be scanned
 2. the ampule will be broken and the medication drawn up with a filter needle
 3. the amount in the ampule that will not be administered is wasted
 - b. The nurse who removed the medication from Pyxis will continue the medication administration process.
 - c. After the administration process is completed, both nurses, the one who administered the medication and the one who witnessed the waste will document the waste in Pyxis.
- B. Physical location of Wastage of Hazardous and NIOSH listed medications and Non-listed medications
 1. Waste will be conducted according to the Hazardous Pharmaceutical Waste Policy and Procedure [Administrative Policy AD104]
 2. Medications **not listed in AD104** will be disposed of as follows:
 - a. Sharps containers:
tablets, capsules, partial doses of injectables, PCA, and MOD's.
 - b. Garbage cans and sinks:
partial doses of injectables
 - c. Fentanyl patches- see PN 12a

**WASTE after
removal** or not
originally
removed from
Pyxis

- After Removal, or medication not originally removed from Pyxis:
1. From the Main Menu, select Waste.
 2. Select the patient.
 3. A witness will be required to complete the waste
 - a. Select medication to waste
 - b. **If > 24 hours since removal, or not originally removed from Pyxis**, select "All Meds" to display a complete list of medications to waste.
 4. Select the medication to waste.
 5. Verify quantity and select "waste now".
 6. Enter the amount given. Corresponding waste amount displays.
 7. Select "Accept".

Waste of Patient-Specific Non-Pyxis Medications

1. If the prescribed amount is less than the amount in the original package then it must be wasted in the presence of another nurse (witnessed) and documented at the time of waste on the Patient-specific Controlled Drug Administration Record (CDAR).
2. The completed CDAR is then returned to the Pharmacy.