CONTROLL ED MEDICATION SAFE STORAGE AND DISPOSAL  

| NHPCO Standard(s) | Policy #: CP220  
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BOD Approval/Review 05/19/2015  

Regulatory Citation(s): COPs 418.106(e)(2)  

POLICY  

High Peaks Hospice & Palliative Care, Inc. (HPHPC) staff will assist family and patients in safe storage, use and disposal of Controlled Substances in compliance with state and federal requirements.  

PROCEDURE  

1. In the home setting  

   a. HPHPC staff will provide patients and families with information on safe storage, use, and disposal of medications at the time that controlled substances are first ordered in the home.  
      i. The Registered Nurse (RN) will instruct the patient/family such that they are able to correctly state and demonstrate as needed safe use, storage, and disposal.  
      ii. Such teaching and the results will be documented in the patient medical record.  

   b. HPHPC Interdisciplinary Team (IDT) members will assess the home situation for risk factors for compliance, and the potential for diversion; and will take appropriate steps to minimize these risks. Consultation on this issue should include the Medical Director and the Attending Physician.  

   c. If the patient leaves the home temporarily, such as for caregiver respite or general inpatient (GIP) symptom management, the RN will advise the family regarding safe storage of medications in the home.  

   d. If the patient dies, is discharged, or is permanently transferred to an inpatient/nursing home setting, or if a controlled medication is discontinued, the RN will advise the family of safe disposal methods and assist as family desires.  
      i. It is preferred that medications are taken to a “take back” site. Staff will provide the family with “take back” site information as available.  
      ii. If “take back” is not an option, staff will advise family of safe disposal and assist as needed according to Federal and State guidelines.
e. A “Controlled Substance Disposition Record” will be completed and signed by the patient/family and the HPHPC staff, and added to the patient medical record.

2. In the inpatient and nursing home setting: The staff of the contracted facility will be responsible for the disposal of the controlled substances in accordance with the policies and procedures of the facility.

LAST REVIEW DATE: Clinical Committee 05/05/15

LAST UPDATED: Margaret Brown, RN 2015, Comp Coord 09/02/2015

BOARD APPROVAL: May 19, 2015