

INTERIM INSTRUCTION NOTICE #13-002

Date of Notice: November 20, 2013

SUBJECT: Medications Policy and Procedure

DISTRIBUTION: All Department of
Behavioral Health (DBH)

OBSOLETE: Upon completion of related
policy and/or procedure

Effective Date November 20, 2013

From Department of Behavioral Health, Office of Compliance

Introduction The Department of Behavioral Health (DBH) Office of Compliance is in the process of updating the MDS2007- [Benzodiazepine Medication Policy](#), MDS2012 - [Sample Medication Procedure](#) and MDS2008 - [Control/Access to Medications and Supplies Policy](#). Effective immediately, all applicable staff shall follow this Interim Instruction Notice in addition to the existing policies and procedures.

Exception: The only exception will be as a directive made by the DBH Medical Director and the Office of Compliance.

Definition Stock (House) Medication – Medications ordered and paid for by DBH. They are kept on hand for emergency purposes (i.e. oral or injectable medications to treat acute psychosis or adverse reactions to medications).
Sample Medication – are sent by mail or provided by a pharmaceutical representative. The Psychiatrist is the only discipline authorized to sign and accept sample medications. Sample medications are given to Psychiatrist while on duty with the County, which then become County property.
Controlled Substance – Schedule II-V drugs.

Controlled Substance Controlled Substances schedule II-V will no longer be stocked in the sample and/or stock medication inventories.

Access to Medication Room Clinic Medical Director's shall authorize designated licensed medical staff access to the medication room. The designated licensed medical staff will have a key to the outside door and a key to the medicine storage cabinets. Keys must be kept on their person at all times while on duty and never shared or left unattended.

Continued on next page

Medication Policy and Procedures 13-002, Continued

Security Medication rooms must be locked at all times. Only designated, authorized, licensed medical staff may enter. All cabinets, drawers and refrigerator shall remain locked at all times when not in use.

Important Note: If an audit occurs by non-licensed medical staff, they shall be accompanied at all times by licensed medical staff in the medication room regardless if they are DBH employees.

Packing Slip Packing slips that accompany medication deliveries will be kept in a separate binder. They shall be kept in the medication room for two years. The packing slip shall be verified with the medication received to make sure the name, strength and amount of the medication on the packing slip matches the name, strength and amount received. The expiration date shall be checked on each box, bottle etc.

Missing Medication If staff notice medication is missing, it shall be reported immediately to your Clinic Supervisor, Clinic Program Manager, Clinic Medical Director, DBH Medical Director, Office of Compliance and the applicable Deputy Director the day it is discovered missing.

Questions If you have a question or concerns about the contents of this Interim Instruction Notice, Medications Policies or Procedures or its applicability to a specific circumstance, please discuss it with your supervisor or the Compliance staff at (909) 382-3083.

Related Policy and Procedure DBH Standard Practice Manual:

- [MDS2007: Benzodiazepine Medication Policy](#)
- [MDS2008: Control/Access to Medication and Medical Supplies](#)
- [MDS2012: Sample Medications Policy](#)

Reference Code of Federal Regulations, Title 21, Section 1300
Board of Registered Nursing <http://www.rn.ca.gov/>
Bureau of Psychiatric Technician <http://www.bvnpt.ca.gov>
