

**San Bernardino County  
Department of Behavioral Health**

**Sample Injectable Medication Policy**

**Effective** 04/03/03  
**Revised** 07/16/15  CaSonya Thomas, Director

**Policy** It is the policy of the Department of Behavioral Health (DBH) to accept only sample injectable medications from pharmaceutical representatives. The exception to this policy is DBH Needles Clinic which may continue to accept all sample medications.

**Purpose** To establish a uniform procedure to accept, dispense, handle, and dispose of sample injectable medications in DBH outpatient clinics.

**Delivery of Sample Medications** Sample medications are delivered by mail or in person by pharmaceutical representatives. If sample injectable medications are delivered by mail, the delivery shall be opened only by authorized medical staff, such as DBH Psychiatrists/Physicians, Registered Nurses (RN), Licensed Vocational Nurses (LVN) and Licensed Psychiatric Technicians (PT).

**Acceptance and Use of Sample Medications** DBH physicians or their medical staff designee(s) are the only approved DBH staff permitted to accept sample injectable medications from pharmaceutical representatives. Sample medications accepted at a DBH clinic become the property of DBH immediately after acceptance by authorized staff.

Sample injectable medications are to be used for or administered to DBH clients only. Any DBH staff accepting sample medication for this purpose shall not use sample medication for personal use or dispense to anyone other than the authorized client.

**Logging Requirements** The following staff are responsible for logging sample injectable medications:

Role	Responsibility
Physicians, RNs, LVNs and PTs	Maintains records on the <a href="#">Sample Medication Log</a> .  <b>Note:</b> Sample Medication Log shall be retained for three (3) years in the appropriate binder.
Clinic Medical Director or designee	Monitors sample injectable medications supply on a monthly basis to ensure current inventory matches the medications that have been received, administered, and/or expired.  <b>Note:</b> Inventory discrepancies shall be reported immediately to the DBH Medical Director or designee and the Clinic Supervisor.

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**Storage Requirements**

To ensure compliance with state and federal laws regarding the storage of medications, DBH requires the following:

- Room temperature sample injectable medications shall be maintained in a locked medication cabinet within a locked Medication Room and stored at proper temperatures of 59-86 degrees Fahrenheit (15-30 degrees Celsius).
- Refrigerated sample injectable medications shall be stored in a locked refrigerator maintained at 36-46 degrees Fahrenheit (2-8 degrees Celsius) within a locked Medication Room.
- No food storage in the same refrigerator or cabinet where medications are stored.

**Note:** If the temperature of the refrigerator or Medication Room deviates from the required temperatures, do not use the medication. Immediately notify the Clinic Medical Director and the Clinic Supervisor.

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**Administration of Sample Injectable Medications**

DBH authorized medical staff (including nursing staff and psychiatric technicians under DBH physician's order) may administer sample injectable medications directly to DBH clients. When medication is administered, authorized medical staff shall document in the following records:

- Outpatient Medication Record
- Interdisciplinary note, including the route of administration and site of entry ; and
- [Sample Medication Log.](#)

**Note:** DBH prohibits staff from dispensing sample injectable medications to DBH clients.

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**Disposal of Sample Medications**

All expired/abandoned/deteriorated sample injectable medications shall be disposed of in accordance with DBH policy MDS2023: [Medication Disposal Procedure.](#)

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**Needles Clinic**

Although the DBH Needles Clinic is allowed to have injectable and non-injectable sample medications, the clinic is not exempt from the requirements outlined in this policy.

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**Sample Medication Other than Injectable**

DBH has determined it shall no longer accept sample medications except for injectable medications at DBH clinics. Pharmaceutical representatives may continue to provide DBH medical staff with medication updates and education at the clinics and at monthly psychiatry meetings.

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**References**

California Code of Regulations, Title 9, Section 1810.435(b)(3)  
Mental Health Plan Contract, Exhibit A, Attachment 1, Section 4.L.10

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**Related  
Policies and/or  
Procedures**

DBH Standard Practice Manual:

- MDS2008: [Control, Access and Accountability of Medications and Medical Supplies Policy](#)
  - MDS2008-1: [Control, Access and Accountability of Medications and Medical Supplies Procedure](#)
  - MDS2023: [Medication Disposal Procedure](#)
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