



# Injectable Medication Policy

**Effective Date** 04/03/2003  
**Revised Date** 03/19/2025

DocuSigned by:  
*Dr. Georgina Yoshioka*  
7DF8077EFA674B2...  
Georgina Yoshioka, DSW, MBA, LCSW, Director

**Policy** It is the policy of the Department of Behavioral Health (DBH) to ensure injectable medications are prescribed, ordered, maintained and administered in accordance with established DBH policies and procedures, United States Drug Enforcement Administration (DEA), state and federal laws and Department of Health Care Services (DHCS) agreement standards.

Sample medications are not acceptable at DBH clinics, except for injectables; however, Needles Clinic *is* allowed to maintain non-injectables *and* injectable sample medications due to rural location; and must adhere to all requirements as described herein and related DBH policies/procedures. Pharmaceutical representatives may provide DBH medical staff with medication updates and education at DBH clinic locations and/or at scheduled meetings. See Control, Access and Accountability of Medications and Medical Supplies Policy (MDS2008) and Procedure (MDS2008-1) for medication oversight requirements within DBH.

**Note:** Any short-acting or long-acting injectable medication determined to be clinically appropriate by the prescribing provider may be administered by an authorized medical staff as outlined in this Policy.

**Purpose** To outline the requirements for management of injectable medications in DBH outpatient clinics or other field-based teams, when applicable.

**Definitions** **Drug Administration:** The act of administering a single dose of a prescribed drug or biological given to a patient by an authorized person in accordance with all laws and regulations governing such acts. The complete act of administration entails removing an individual dose from a previously labelled container, including a unit dose container, verifying the dose with the prescription orders, giving the individual dose to the proper patient, and promptly recording the time and dose given.

**Drug Dispensing:** The act of interpreting an order for a drug or biological and, pursuant to that order, the proper selection, measuring, packaging, labelling, and issuance of the drug or biologic for a patient.

**Injectable:** A medication that can be put into the body using a needle and syringe.

**Medications:** DBH property prescribed by a Psychiatrist/Physician for a DBH client.

**Pharmaceutical:** Relating to medicinal drugs, or their preparation, use, or sale.

*Continued on next page*

# Injectable Medication Policy, Continued

**Authorized Medical Staff**

The DBH Chief Psychiatric Officer (Medical Director) authorizes the following licensed medical staff to accept delivery or receipt of, prescribe, administer, and/or dispense medications:

<b>DBH Staff</b>	<b>Activity</b>
DBH Psychiatrists/Physicians	Accept delivery or receipt, prescribe, dispense, and administer medication(s)
DBH Mid-Level Providers [Nurse Practitioner (NP)/Physician's Assistant (PA)]	Accept delivery or receipt, prescribe, dispense, and administer medications under the supervision of a DBH physician.
DBH Licensed Vocational Nurses (LVN) and Licensed Psychiatric Technicians (PT)	Accept delivery or receipt, administer medications
DBH Registered Nurses (RN)	Accept delivery or receipt, dispense and administer medication(s)
DBH Psychiatrists/Physicians, RNs, LVNs and Licensed PTs	Handle or request medical supplies  <b>Note:</b> Licensed PTs may accept delivery or receipt of medications under DBH physician's order.

**Delivery and Acceptance of Injectable Medications**

Injectable medications are delivered by mail or in person by pharmaceutical representatives. If injectable medications are delivered by mail, the delivery shall be opened only by authorized medical staff, such as DBH Psychiatrists/Physicians, NP, RN, LVN and Licensed PT. DBH physicians or their medical staff designee(s) are the only approved DBH staff permitted to accept injectable medications from pharmaceutical representatives. Medications accepted at any DBH clinic become the property of DBH immediately after acceptance by authorized staff, and storage, accounting and discarding of medications must follow established DBH policies and procedures.

For controlled medications, including injectables, medications must be delivered to the designated DEA licensed provider qualified to prescribed controlled medications, at the location associated with DEA licensure. The individual client for which controlled medications will be administered must be predetermined. Oversight of these medications must be in accordance with established DBH policies, procedures, and state and federal law.

*Field-Based Programs*

DBH authorized medical staff working in field-based programs that administer medication, shall obtain the appropriate injectable medication from applicable DBH clinics. All levels of DBH staff are prohibited from having injectable medication for DBH clients delivered to a non-DBH clinic or delivery by mail or in person to any field-based program, location, or vehicle. Violation of this prohibition may lead to disciplinary action, up-to and including termination.

*Continued on next page*

# Injectable Medication Policy, Continued

---

## Use of Injectable Medications

Injectable medications are to be used for, or administered to, DBH clients only. Any authorized DBH staff accepting injectable medication shall ensure proper accounting and storage. It is prohibited that authorized staff accepting medications, and/or any other clinic staff, personally consume or unlawfully distribute or administer medications (i.e., non-authorized staff administering; distribution or administration to non-DBH client, etc.). Actual or suspected violations will be investigated and may include disciplinary action(s) -up-to and including termination, reporting to applicable licensing board, and reporting to regulatory authorities.

---

## Logging Requirements

The following staff are responsible for logging injectable medications:

<b>Role</b>	<b>Responsibility</b>
Physicians, NPs, RNs, LVNs and PTs	Maintains records on the <b>Medication Log</b> (NUR004).  <b>Note:</b> Medication Log shall be retained for three (3) years in the appropriate binder.
Clinic Medical Director or designee	Monitors 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 Clinic Medical Director or designee and the Nurse Supervisor, and further report to DBH Medical Director and Nurse Managers if discrepancies are not promptly accounted for/alleviated

Prior to injectable medication being administered, authorized medical staff shall complete the **Injectable Medication Log** (NUR004) of the clinic to which the injectable medication was received. Injectable medication shall be disposed of in adherence with the process outlined in the **Medication Disposal Procedure** (MDS2023).

---

## Storage Requirements

In adherence with state and federal laws regarding the storage of medications, DBH requires the following:

- *Room temperature injectable medications* shall be stored 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 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 shall occur in the same refrigerator or cabinet where medications are stored.
- 

*Continued on next page*

# Injectable Medication Policy, Continued

---

## Storage Requirements, continued

**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 Nurse Supervisor. This includes circumstances in which there is a power outage that impacts/compromises refrigerator temperature. (For **field-based teams**, such as the Mobile Wellness Outreach Unit or InnRoads program, storage shall be maintained in a locked medication cabinet/storage overseen by an authorized medical staff and adhere to the same accounting and temperature standards based on medication type.)

---

## Administration of Injectable Medications

DBH authorized medical staff may administer injectable medications directly to DBH clients (see Authorized Medical Staff section of this policy). When medication is administered, including in the field, authorized medical staff shall document in the following records:

- Electronic Medical Record; including the nursing progress note
- Medication Log (NUR004).

**Administration in the field:** Authorized DBH medical staff in the field as listed herein may administer injectable medications, including samples, directly to DBH clients only when privacy standards can be maintained in a manner consistent with that which would be available in a DBH clinic or private pharmacy area.

**Important Note:** DBH prohibits staff from *dispensing or administering* injectable medications to DBH clients or anyone else. Actual or suspected violations will be investigated and may include disciplinary action(s) -up-to and including termination, reporting to applicable licensing board, and reporting to regulatory authorities.

---

## Disposal of Injectable Medications

All expired/abandoned/deteriorated injectable medications shall be disposed of in accordance with DBH **Medication Disposal Procedure** (MDS2023). There are no exceptions to this requirement.

---

*Continued on next page*

## Injectable Medication Policy, Continued

---

**Related Policy  
or Procedure**

**DBH Standard Practice Manual and Departmental Forms:**

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

**DBH Intranet Manuals and Forms:**

- Injectable Medication Log (NUR004)
- 

**Reference(s)**

21 U.S.C. §802(1); §822(e)(1); §823; §829a(a)(1), §1301.12(a)  
California Code of Regulations, Title 9, § 1810.435(b)(3)  
Department of Health Care Services Mental Health Plan Contract, Exhibit A,  
Attachment 8  
U.S. Department of Justice – Drug Enforcement Administration,  
*Administering and Dispensing Q & A*

---