

Controlled Drug Emergency Safe Protocol

Controlled substances are only to be taken from the Controlled Drug Emergency Safe pursuant to a valid prescription issued by the patient's prescriber or his/her designated agent.

- The Controlled Drug Emergency Safe shall be stored securely in the designated secure locked area at the facility. The nurse who is responsible for the medication cart is responsible for the "Controlled Drug Emergency Safe".
- The nurse shall verify that the Controlled Drug Emergency Safe is locked and secure by completing the Controlled Drug Emergency Safe Verification Record.
- A valid Controlled Substance prescription contains the following elements:
 - Patient Name
 - Patient Address
 - Date
 - Drug Name
 - Drug Strength
 - Quantity
 - Directions
 - Number of Refills
 - Practitioner Signature
 - Practitioner DEA number
 - Practitioner Address
- Emergency supplies of controlled substances will be kept in a separate box (safe) provided by the pharmacy under combination lock.
- Refrigerated controlled substances will be kept in a refrigerator lock box with the key stored in the Controlled Drug Emergency Safe.
- Upon receipt of a valid written control drug prescription that needs to be started from the Controlled Drug Emergency Safe, the following procedure should be followed:
 - ❖ Written prescription must be faxed to the pharmacy.
 - ❖ The resident's nurse is to contact pharmacy with a request to access the Controlled Drug Emergency Safe.
 - ❖ After verifying there is a valid prescription available, the pharmacy staff will then give the combination to the resident's nurse.
 - ❖ The narcotic drawer will be opened by nurse responsible for the medication cart. The resident's nurse will remove quantity intended for administration from the Controlled Drug Emergency Safe using the combination provided by pharmacy staff. At this time, the nurse removing the medication from the Controlled Drug Emergency Safe will verify the count with the nurse responsible for the medication cart by completing the "Controlled Drug Emergency Safe Count Sheet" located in Controlled Drug Emergency Safe. For a facility where only one nurse is available in the entire facility at the time of access to the Controlled Drug Emergency Safe, then her/his signature on the count sheet will stand alone.
 - ❖ The original (white) copy of the "Controlled Drug Emergency Safe Count Sheet" shall be left in the Controlled Drug Emergency Safe and sent back to the pharmacy in the Safe for record keeping.

- ❖ The (yellow) copy should be kept in the facility for record keeping in designated area for at least one year.
- ❖ The Controlled Drug Emergency Safe shall be closed and locked immediately by nurse opening safe.
- ❖ Pharmacy will document the date, time, name of nurse requesting, medication requested, and the quantity requested.
- ❖ **Under no circumstance is the combination to be shared or given to any other nurse or staff members.**
- ❖ Furthermore, the Controlled Drug Emergency Safe should not be accessed again (even by nurse who obtained original combination) without contacting the pharmacy. A new “Controlled Drug Emergency Safe Count Sheet” shall be completed for each entry into the Controlled Drug Emergency Safe.
- ❖ **Removing any controlled drug from the Controlled Drug Emergency Safe without a valid prescription constitutes theft.**
 - ❖ In the event the practitioner is unable to provide or fax a written prescription to the pharmacy, the following procedure should be followed:
 - a) At time order is given, nurse should notify prescriber of the need for a written prescription.
 - b) If unable to provide, the practitioner or their agent should be instructed to call the pharmacy directly to issue a verbal order for the controlled medication.
 - c) **The pharmacy cannot accept a verbal order for a controlled substance from the nurse at the nursing home. Verbal orders must come directly from the practitioner or their designated agent.**
 - d) Once verbal order is obtained from practitioner, pharmacy will contact the nurse with combination to the Controlled Drug Emergency Safe.
 - e) Pharmacy will document the date, time, name of nurse requesting, medication requested, and quantity requested.
 - f) Nurse shall immediately complete the “Controlled Drug Emergency Safe Count Sheet” and place original back in the Safe and retain a copy for the nursing home’s records following procedure outlined previously.
- ❖ Once the Controlled Drug Emergency Safe has been used, the pharmacy will make arrangements to replace on the next scheduled delivery. Do not send the Controlled Drug Emergency Safe back without receiving a replacement.
- ❖ The Controlled Drug Emergency Safe will be returned to the pharmacy for inventory, reconciliation of meds, and a new combination will be assigned for future use.