9.8 Medication Storage and Disposal

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| Manual: BV Operational Policies | Section: Medications |
| Approver: Arthur Mathews | Original Date: September 1, 2007 |
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# POLICY STATEMENT

Staff are to ensure the safe and proper storage of all medication, including OTC medication, and safe disposal of all medications that are expired/discontinued.

# PROCEDURES

1. All medications will be stored in a locked area. Medications requiring refrigeration will be kept in a locked box inside a refrigerator. Narcotics must be double locked.
2. Each site will ensure staff have access to locked medication areas and there is a back-up plan for emergency access.
3. The Prime Worker or designate will check all medication (prescription and OTC) at the time of administration for discontinued/expired medication. Any found to be out of date/discontinued are to be placed in the labelled “Medication Disposal Container”.
4. The Medication Disposal Container Record form (see Appendix 6) is to be completed each time a medication is discarded. This form must be kept with the “Medication Disposal Container”.
5. The “Medication Disposal Container” must be locked in a designated medication storage area.
6. All dropped pills must be discarded by placing them in a labelled envelope, identifying the medication, and must be deposited into the “Medication Disposal Container”.
7. Every January, April, July and October, or earlier if needed, the Team Leader or designate is responsible in ensuring that the site “Medication Disposal Container” is either taken to the pharmacy to be emptied or to the Residential Program Director’s office and emptied into their container to be safely disposed of.