

Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Extra Locked Narcotic Box	SECTION: E
DATE: February 2002	Administrator: _____ <i>J. M.</i>	POLICY: 5
REVISION DATES: September 2013	Director of Care: _____ <i>Cheryl Allick</i>	

EXTRA LOCKED NARCOTIC BOX

PURPOSE:

The locked box will serve as storage and to alleviate an overload in the narcotic box in the med cart.

Procedure:

1. When receiving carded narcotics from Pharmacy, the night Registered Staff will number the cards (1 of 4, 2 of 4, 3 of 4, 4 of 4).
2. One or two cards will be placed in the locked box in the med cart. The remaining cards will be secured with an elastic. The Registered Staff coming on in the morning will complete the count with the night Registered Staff and will sign that the count of narcotics going into the extra locked box is accurate. The narcotics will then be placed into the locked box. The narcotics in the extra locked box will be counted once per shift on a separate narcotic count form located in each MARS binder.
3. The narcotic count sheet in the front of the MARS will reflect how much received and how much was to be put in the locked box.
4. When removing cards from the locked box the amount received is added to the narcotic count sheet.
5. When you are starting the last card, pull the reorder tag and place it in the Doctor's book for reorder.
6. The Registered Staff will double sign for all discontinued narcotics. They will be placed in the locked box in the Med Room. These discontinued narcotics will remain locked up until DNPC/Pharmacy arrives to do med destruction.