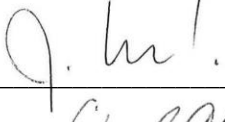



Leamington Mennonite Home
Long Term Care

POLICY AND PROCEDURE

CATEGORY: Nursing	SUBJECT: Emergency Medication Stock Box	SECTION: E
DATE: December 2004	Administrator: <u></u>	POLICY: 2
REVISION DATES: June 2013, February 23, 2024	Director of Care: <u></u>	

EMERGENCY MEDICATION STOCK BOX

POLICY:

To ensure that there is a small supply of urgent medications available for use during or after Pharmacy hours. The Registered Staff will confer with the Physician for use of this medication and obtain the order.

PROCEDURE:

1. The Emergency Medication Stock Box will be kept in the Medication Room on the first floor. It will consist of antibiotics, psychotropes, antivirals and injectables.
2. When a doctor's order is received after hours or when the pharmacy is closed, the medication can be removed from the Emergency Stock Box. The medication must be signed out on the count sheet. When the Pharmacy delivers the resident's medication, the labels are switched, and the new bottle is returned to the Emergency Stock Box and added to the count sheet.
3. The Registered Staff on the 1st floor will count the Emergency Stock Box every shift to ensure the counts are correct.
4. The medications and their expiry dates will be checked biweekly on the night shift by the Registered Staff. The need for these medications will also be reviewed on a quarterly basis at the Pharmacy Committee Meeting.
5. The Physician will review the list of contents of the box quarterly at the Pharmacy Committee Meeting and change as required.
6. Each medication will be properly labeled with the drug name, dosage, expiry date, dosage form, quantity, and lot number.