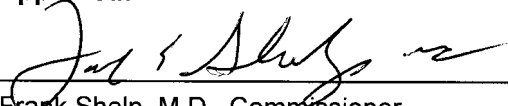
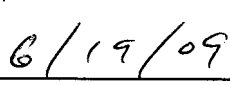


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Directive: Provision of Care, Treatment, and Services in State Hospitals Subject: Management of Medication Brought to a State Hospital or Crisis Stabilization Program by a Consumer	
Applicability: All State Hospitals and State-Operated Crisis Stabilization Programs	Date Created: May 16, 2009 Effective Date: July 1, 2009 Scheduled Review Date: July 2011
References: Official Code of Georgia Annotated (O.C.G.A.) section 37-3-143 and 37-3-162; Rule 290-4-6-.03 and 290-4-6-. 02	Approved:  <hr/> Frank Shelp, M.D., Commissioner
Attachments: Attachment A – Consumer Medication Brought from Home	Department of Behavioral Health and Developmental Disabilities  <hr/> Date Signed

MANAGEMENT OF MEDICATION BROUGHT TO A STATE HOSPITAL OR CRISIS STABILIZATION PROGRAM BY A CONSUMER

POLICY

The purpose of this policy is to establish uniform methods for the control, use and disposition of all drugs introduced by and/or accompanying consumers at the time of admission to a State Hospital or state-operated Crisis Stabilization Program (CSP).

Admitting/Attending physicians are responsible for the use and disposition of drugs accompanying consumers to the State Hospital or CSP.

Medications introduced by and/or accompanying consumers at the time of admission are controlled, accounted for, disposed of properly, and under most circumstances, not utilized for treatment purposes.

PROCEDURES

A. Control of medications brought by consumers:

The admitting/attending physician is advised of the presence of any drugs accompanying consumers at the time of admission.

All prescription medication, non-prescription medication, and illegal drugs accompanying consumers to the hospital are identified by admitting staff and documented in the **Consumer Medication Brought from Home form (Attachment A)** (or a similar hospital document designed for this purpose and containing the same information).

When the consumer's family is present during the consumer's admission process, the physician or other designated staff sends the medication home with the family.

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If the medication can not be returned to the consumer's family, two staff members identify and count the medication at the time of admission (this can be done by any direct care staff and does not have to be done by nurses). The drugs are bagged, dated, and sealed. Packages are marked with the consumer's name, identification number, and assigned unit. Staff documents their count of the medication on the **Consumer Medication Brought from Home** form or a similar hospital document designed for this purpose. The sealed package is sent to the pharmacy.

Pharmacy staff identifies and counts the medication and verifies this information on the **Consumer Medication Brought from Home** form. A copy of this form is sent to the consumer's unit and is placed in the consumer's chart or similar summary log until discharge or destruction. The original form is filed in the pharmacy.

These medications are handled as personal property and placed on the Valuables List established at the time of admission.

B. Use and storage of consumer medications brought from home:

Consumers use the medication dispensed from the hospital pharmacy. Home medication not used for treatment purposes is stored in the pharmacy until discharge or destruction.

NOTE: Exceptions are determined by the admitting/attending physician. Drugs that the consumer brought with them are not administered unless they are precisely identified and verified to be stable based on visual examination for particulates or discoloration by either the admitting/attending physician or a pharmacist.

Home medications may be sent to the unit, for use, only when the medication is not available from the Hospital or CSP Pharmacy. When prescribing non-formulary medication that is available from the consumer's supply of medication brought from home, the physician sends an order to the pharmacy, stating, "May use consumer's home medication". The order also includes the name(s) of the medication. The pharmacy identifies and labels the medication and sends it to the consumer's unit for use and storage.

C. Disposition of consumer medication brought from home:

Upon written orders of the attending physician, medications may be returned to the consumer at the time of discharge, provided the consumer is released from the hospital within thirty (30) days following admission.

The process of returning medication to the consumer is handled the day of discharge during normal pharmacy hours. Medications can be picked up from the pharmacy or delivered to the consumer's unit. If this is not possible, the consumer/representative

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may return to the pharmacy during normal pharmacy hours to obtain these medications. A consumer living out of town may request that medications be mailed to him/her.

A notation is made and signature of person receiving medication is made on the **Consumer's Medication Brought from Home** form.

E. Disposal:

Hospitals dispose of all medications after 30 days that have not been authorized for return to the consumer. Medications are disposed in accordance with Georgia Drugs and Narcotics Agency guidelines. A record of the disposal is maintained in the Pharmacy for two years. Disposal is noted on the **Consumer's Medication Brought from Home** form.

F. Handling Illegal Drugs:

The police are notified if suspected illegal drugs are found. The drugs are released to the police for disposition in compliance with each hospital's standard procedure for handling illegal drugs.

CONSUMER MEDICATION BROUGHT FROM HOME

UNIT _____ DATE _____

CONSUMER'S NAME _____

	Medication Name	Description (i.e. blue tablet or capsule)	Quantity	Pharmacy Verification of Quantity
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DISPOSITION:

Admission Staff Name/Signature _____ Date/Time _____

Ward/Living Unit Nurse Name/Signature _____ Date/Time _____

Name/Signature of Nurse Sending Med to Pharmacy _____ Date/Time _____

Quantity verified in Pharmacy by _____ Date _____

DATE RETURNED TO LIVING UNIT _____ AUTHORIZING M.D. _____

DATE PICKED UP BY CONSUMER _____ AUTHORIZING M.D. _____

Name and Signature of Person Receiving Medication(s)

DATE MAILED TO CONSUMER _____ AUTHORIZING M.D. _____

DATE DESTROYED BY PHARMACY _____ PHARMACIST _____

CONSUMER MEDICATION BROUGHT FROM HOME

UNIT _____ DATE _____

CONSUMER'S NAME _____

	Medication Name	Description (i.e. blue tablet or capsule)	Quantity	Pharmacy Verification of Quantity
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

DISPOSITION:

Admission Staff Name/Signature _____ Date/Time _____

Ward/Living Unit Nurse Name/Signature _____ Date/Time _____

Name/Signature of Nurse Sending Med to Pharmacy _____ Date/Time _____

Quantity verified in Pharmacy by _____ Date _____

DATE RETURNED TO LIVING UNIT _____ AUTHORIZING M.D. _____

DATE PICKED UP BY CONSUMER _____ AUTHORIZING M.D. _____

Name and Signature of Person Receiving Medication(s)

DATE MAILED TO CONSUMER _____ AUTHORIZING M.D. _____

DATE DESTROYED BY PHARMACY _____ PHARMACIST _____