

Manual	CLINICAL PRACTICE MANUAL		POLICY
Section	Planning & Providing Care		
Title	Leave of Absence (LOA) Medications		
Issuing Body/ Prepared By	Pharmacy		
Approved by	Director of Pharmacy		Number: CPM-P&PC-A-09.10
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POLICY

Pharmacy supplies medication for patients leaving the hospital for authorized temporary leaves of absence upon receipt of an appropriate order.

PROCEDURE:

1. Orders for leave of absence medications are to be completed using the Leave of Absence Report. (Status board-> Reports ->LOA report)
2. The report is to be completed by nursing with quantities specified for all medications that are required for the LOA. The report must be compared to patient's most recent MAR to ensure accuracy of report as there could be changes not yet reflected on LOA report.
3. In addition **if LOA contains a narcotic/controlled medication, a physician signature is required**
4. Orders are to be received in Pharmacy forty-eight (48) hours prior to the leave
5. A Pharmacist will review the LOA order to ensure appropriateness and completeness. LOA labels will then be generated and placed with the copy of the LOA to be filled. A pharmacist or registered Pharmacy Technician will then check the completed LOA.
6. Medications will be supplied in appropriate labeled child resistant containers.
7. Pharmacy will provide medications in syringes for injectable narcotic drugs.
8. Any multi-dose medications (topicals, inhalers, insulin pens etc.) the patient may be using are to be sent with the patient. A clear baggie with a patient label on the outside will be sent by pharmacy for nursing to place each of the aforementioned multi-dose medications inside.
9. If patient is using any of their own medication, a pharmacy printed label on a communication form will be sent as a reminder for nursing to send with patient.