

Manual	CLINICAL PRACTICE MANUAL		POLICY
Section	Planning and Providing Care		
Title	MANAGING MEDICATIONS BROUGHT FROM HOME INCLUDING NARCOTICS		
Issuing Body/ Prepared By	Director, Pharmacy Interprofessional Collaborative Practice Council		Number: CPM-P&PC-A-14.08
Approved by	Pharmacy Medication Reconciliation Committee Interprofessional Collaborative Practice Council		
Effective Date	Feb 2007	Version: 3	
Revised Date	April 2015 (r)		
Controlled document. Any documents appearing in paper form must be used for reference purposes only. The on-line copy on the file server above must be considered the current documentation.			

MANAGING MEDICATIONS BROUGHT FROM HOME INCLUDING NARCOTICS

POLICY

Patient's medications are removed from the bedside and stored in a secure area until they can be taken home by the family or until discharge when they are returned to the patient unless the patient is required to use their own medication.

PROCEDURE

1. Explain procedure to the patient with respect to medication removal from the bedside.
2. Remove medications and place in an envelope/bag with the patient's name on it.
3. Contact relative to take medication home if possible. All patient's own narcotics are to be sent home with family member/caregiver upon admission to Bluewater Health, after the medication reconciliation has been completed. If no one can take the narcotics home, please see *Narcotics patient's own med procedure* below.
4. All medications, including narcotics, must be returned to patient on discharge, if they were not sent home on admission. This must be documented on the patient's chart.
5. Patient may be ordered to use his or her own medications if the drug is non-formulary. See the use of non-formulary drugs for guidelines.

PROCEDURE NARCOTICS (PATIENT'S OWN FROM HOME)

1. Patients will receive ordered narcotics from Bluewater Health pharmacy department while admitted. Exception takes place if the physician writes an order for the patient to use their

own narcotic from home, when it is not on hospital formulary and cannot be substituted for a formulary narcotic.

2. Patients own narcotics must be locked up in the AcuDose tower if available, or in a locked box, or a locked drawer on medication cart.
3. Nursing unit is responsible for patient's own narcotics while patient is on their unit. If patient is transferred, then it is the transferring unit's responsibility to transfer the patient's own narcotic to the new nursing unit and inform the patient's assigned nurse.
4. If the patient's own narcotic cannot be returned to the patient's home on admission, nurse must contact security and have narcotic stored and locked until patient is discharged. This must be documented on patient personal effects record.