NORTHERN NEVADA ADULT MENTAL HEALTH SERVICE
POLICY AND PROCEDURE

SUBJECT: AFTER HOURS INPATIENT PHARMACEUTICAL SUPPLY CABINETS

NUMBER: NN-MM-24

EFFECTIVE DATE: 12/13/89

REVIEW/REVISE DATE: 10/24/90, 09/26/94, 11/20/01, 10/07/04, 01/03/08, 10/21/10

APPROVAL: Rosalyne Reynolds {s} , Agency Director

I. PURPOSE

The purpose of this policy is to establish procedures for providing pharmaceuticals necessary for consumer safety in an emergency and when the pharmacy is closed.

II. POLICY

It is the policy of Northern Nevada Adult Mental Health Services (NNAMHS) to maintain a stock of pharmaceuticals for the emergency treatment of consumer.

III. REFERENCES

1. NRS 639.2327 Maintenance of stock drugs by certain facilities
2. NNAMHS Policy # NN-PC-SF-03 Emergency Carts

IV. PROCEDURE

1. The after hours supply of medications except the emergency carts shall be located in building 25. The emergency carts will be located as directed by policy.
2. The contents of the after hours supply of medications shall be approved and reviewed at least annually by the chief of the Pharmacy Services.
3. The contents of the after hours supply of medications shall be visually verified by the pharmacy staff for expiration dates and the accuracy of such at least monthly.
4. Daily except weekends and holidays the storage area containing the after hours supply of medications shall be checked by the pharmacy staff to verify that medications have not been removed since the last verification.
5. All drugs maintained in the after hours supply must be signed out by the identified nursing supervisor
6. The following information must be recorded on the inventory sheet by the person signing out the medication:
    A. The date and time the sealed container is removed from the room;
    B. The name of the consumer for whom the drugs are to be used;
    C. The name of the prescriber;
    D. An itemization of the drugs removed; and
    E. The signature of the person who removed the sealed container.
7. After the above has been done the supervising registered nurse shall transport the drug container from the locked storage area to the unit medication room.
8. The locked cabinet and its contents at all times remain the responsibility of the pharmacy. Upon being notified that the locked cabinet has been opened, or on the next business day if notification is not received during business hours, but in no event more than 72 hours following receipt of

notification, the pharmacy staff shall:

A. Examine the inventory sheet;

B. Verify that the name and quantity of the drugs to be replaced, together with the date and time of replacement have been entered on the inventory sheet;

C. Verify that there is a physician's order for the drugs to be replaced;

D. Replace the drugs removed;

E. Reseal the container; and

F. Sign the inventory sheet indicating that A. through E. above has been completed.

9. No person other than a registered nurse (with an RN supervisor) or pharmacy personnel may remove any drugs from the after hours inpatient pharmaceutical drug room for administration to a consumer.

10. Prior to the administration of the medication, the “after hours” pharmacy review must be completed.