

DEPARTMENT: Pharmacy

POLICY & PROCEDURE: PS-280

SUBJECT: Security of Staff and Drugs

PURPOSE: To insure that medications are stored securely and are accessible only to authorized personnel

RESPONSIBILITY: Pharmacy, Nursing

POLICY:

- 1) Security of the pharmacy and drug storage areas shall be maintained in accordance with federal and state laws. All personnel on duty shall protect pharmacy assets and records and guard against the theft or diversion of drugs.

PROCEDURE:

- 1) Controlled drugs will be double locked at all times prior to use.
- 2) Crash cart drugs will be stored in containers closed with seals that allow the pharmacist to determine if the package has been opened.
- 3) The pharmacy will be locked at all times. Authorized personnel include pharmacists and pharmacy technicians who are under the direct supervision of a pharmacist. Others are admitted only when a pharmacist is present.
- 4) All medications at nursing stations shall be in lockable storage at all times. Medications are stored either in lockable medication carts or the medication room. Floor stock is in drug dispensing machines located inside the medication room. Authorized personnel include registered nurses (RN), licensed practical nurses (LPN), respiratory therapists (RT), CRNA's, anesthetists, pharmacists and pharmacy technicians.
- 5) When unattended, the medication carts and medication rooms are to be locked.
- 6) Medication security responsibility in ancillary departments such as Radiology and other diagnostic labs rests with the department director or designee. Contrast media and IV solutions may be in unlocked areas, provided that those areas will not allow direct patient access from public areas or where patients will be left unsupervised by hospital staff. All other medications must be stored in a locked drawer or cabinet.