

DEPARTMENT: Pharmacy

POLICY: PS-70

SUBJECT: Administration of Drugs: Patient's Personal Drugs

PURPOSE: To ensure the safe, clear and appropriate use of drugs within Frances Mahon Deaconess Hospital.

RESPONSIBILITY: Physicians, Pharmacists, Nurses

POLICY:

Home medications brought in by patients or their families shall be listed and handled in accordance with this policy. Patients are discouraged from bringing their own medications into FMDH. Under limited and unusual circumstances, the patient's own medication may be used.

PROCEDURE:

- 1) When patients bring their own medication into the hospital, they should be returned to a family member or stored in the locked drawer in the patient's room until discharge.
- 2) If a non-formulary, home medication is essential to continue as an inpatient, the provider may enter the order via CPOE under the drug name, "Patient's Own Med." The order must specify the drug name, dose, route, and schedule.
- 3) If an order is written for a non-formulary, home medication, the medication will automatically be entered on the eMAR as a "Patient's Own Med."
- 4) If a "Patient's Own Med" order is for an herbal medication, it may automatically be discontinued per pharmacy policy PS-390 (Nutraceuticals, Herbals, and Homeopathic Products).
- 5) While discouraged, a patient may use his/her own formulary medication pursuant to a physician order. The order may be written or entered via CPOE under the drug name, "Patient's Own Med," and must specify the drug name, dose, route, and schedule. For safety purposes, all efforts will be made to administer medications from pharmacy stock.
- 6) The medication must be identified by the pharmacist. The pharmacist will affix another identifying label certifying the contents.
- 7) The nurse will store the authorized medications in the locked drawer in the patient room. The nurse will administer the medications and record their use on the medication administration record (MAR).

STORAGE OF PATIENTS' PERSONAL DRUGS

- 1) Patient's own medications will not routinely be stored within FMDH. Every attempt will be made by nursing personnel to send the patient's medications home, after explaining to the patient or family member that, if a non-formulary home medication is reordered by the physician, they may be requested to bring that particular medication back to the hospital.

RECORDING OF PATIENT'S PERSONAL MEDICATIONS

- 1) Patient's personal drugs that are continued while receiving care at FMDH shall be kept in the locked drawer in the patient's room. The medications will be listed on the eMAR under "Patients Own med". Each time a dose is administered by the nurse, it will be recorded on the MAR and there will be no charge to the patient.

REVIEW PROCESS:

This policy will be reviewed annually by the Director of Pharmacy, Director of Nursing, Medical Staff, and CEO.