



**Origination:** 4/1/2005  
**Last Approved:** 5/4/2016  
**Last Revised:** 5/4/2016  
**Next Review:** 5/4/2017  
**Owner:** Linda Ator: RN/DON CAH  
**Policy Area:** Pharmacy - Procedures  
**References:** C-0276

## Daily Narcotic/Equipment Check Record

### PROCEDURE FOR:

#### Daily Narcotic Count & Equipment Check Record

The stock supply of Schedule II thru V drugs must be accounted for every 24 hours. Sheridan Memorial Hospital Association (SMHA) Nursing Staff completes a Daily Narcotic Floor Report to account for these medications.

Schedule II thru V Floor Stock Medications are:

- Located in a locked automated dispensing unit in the hospital medication room;
- Dispensed by the automated dispensing unit in the hospital medication room to the RN or LPN who will be administering the medication. At the time the medication is dispensed, the nurse removing the medication will be required to perform a "blind" count of the quantity remaining in the unit and enter that amount into the system. If this quantity does not match the quantity the system expects, it will trigger a discrepancy. Nursing is required to resolve the discrepancy by determining the source of the error. If they are unable to resolve said discrepancy, the Director of Nurses (DON) is notified and will notify the facility Pharmacist in Charge (PIC); and,
- Counted by one nurse going off shift and one nurse coming on shift at each shift change. The system will require a count on any drawer of the unit that has been opened during the previous shift. These nurses will indicate the count for the Rx Dispensing Unit in the CAH and ED as "discrepancy;" "no discrepancy;" or, "no activity no count" on the Daily Narcotic Record and sign the sheet. At 1900 the daily report is considered complete and turned into the DON. If the count is incorrect, the DON is notified and will notify the facility PIC.

A system generated "Activity by User" report will be printed twice daily at 0630 and 1830. The nursing staff going off shift will be required to review this report and initial their acceptance of this report prior to the narcotic count. This report will be attached to the Daily Narcotic Record and turned into the DON. If the staff is unable to verify this report as correct, the DON is notified and will notify the facility PIC.

Schedule II thru V Individual Narcotic Medications are:

- Located in a locked cupboard in the hospital medication room;
- Signed out on the Individual Narcotic Record by the nurse administering the medication at the time it is given. Information that must be included is the:
  - Name of Person giving;
  - Date;

- Time;
  - Amount on hand;
  - Amount given; and,
  - Amount remaining.
- Counted by one nurse going off shift and one nurse coming on shift at each shift change. This count is recorded on the Daily Narcotic Count & Equipment Check Record. These nurses will include this count when deciding if the count is "discrepancy;" "no discrepancy;" or, "no activity no count" on the Daily Narcotic Record. At 1900 the daily report is considered complete and turned into the DON. If the count is incorrect, the DON is notified and will notify the facility Pharmacist.

All revision dates: 5/4/2016, 4/15/2016, 4/1/2016, 4/1/2015, 3/1/2014, 10/1/2013, 10/1/2011

## Attachments:



[Daily Narcotic Count Equipment Check Record.xlsx](#)

## Approval Signatures

Approver	Date
Marv Eberling: Pharmacist In Charge	5/4/2016
Kathy Tangedal: RN/Director of Quality	5/4/2016
Linda Ator: RN/DON CAH	4/25/2016