

Medications: Controlled Substances PC.M70

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418.106(e)(2)(C)

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POLICY: Lifesong Hospice and Palliative Care instructs patients/caregivers in the safe use and disposal of controlled substances in accordance with State and Federal regulations

DEFINITIONS:

Controlled substances - drugs or other materials that, because of their potential for abuse, are closely regulated by the Federal government and are classified according to Schedules 1-V.

Ultimate User - is a person who has lawfully obtained, and who possesses, a controlled substance for his/her own use or the use of a member of his/her household.

PROCEDURE:

1. At the time when controlled substances are first ordered, the hospice nurse:
 - a. provides a copy of the hospice's written policies and procedures on the management and disposal of controlled drugs to the patient or patient representative and family;
 - b. discusses the hospice's policies and procedures for managing the safe use and disposal of controlled drugs with the patient or representative and the family in a language and manner that they understand to ensure that these parties are educated regarding the safe use and disposal of controlled drugs; and
 - c. documents in the patient's clinical record that the written policies and procedures for managing controlled drugs were provided and discussed.
2. Patient/family education regarding the hospice's policies and procedures on controlled substances may be in the form of written educational information on the safe use and disposal of controlled substances. EPA guidelines can be found at the following link:
<https://archive.epa.gov/region02/capp/web/pdf/ppcpflyer.pdf>.
3. All education/information provided to the patient/family related to controlled substances is documented in the patient's clinical record.
4. The hospice nurse counts and reconciles medications during every visit to ensure that proper quantities are available and are taken by the patient as prescribed by the physician.

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5. Patients/families are provided with a medication administration record and are instructed to document administration of all medications. This record is reviewed by the hospice nurse with every visit to ensure the appropriate use and dosing of medications.

Disposal

1. Controlled drugs no longer needed by the patient are disposed of in compliance with State and Federal regulations and disposal instructions and activities are documented.
2. Only ultimate users, as defined by Federal law, are lawfully entitled to dispose of controlled substances. That is, only the patient, or a member of his/her household is permitted to dispose of the patient's pharmaceutical controlled substances. No hospice employee may dispose of controlled substances, unless the medications are being used in an inpatient setting.
3. It is unlawful for ultimate users to transfer controlled substances to unauthorized persons (including hospice staff) and it is unlawful for unauthorized persons (including hospice staff) to accept controlled substances from ultimate users.
4. Hospice staff should make reasonable efforts to instruct or supervise the disposal of controlled substances but may not "take possession" of the drug.
5. Hospice staff provide information and education to hospice patients and members of their households regarding safe and effective methods for disposing of controlled substances, including voluntary options such as drug take-back events, mail back programs and collection receptacles for drug disposal.

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