

Partners in Recovery

POLICY AND
STANDARDS

*Applicable Arizona Department of Health Services Behavioral Health Licensing Rule(s):
R9-20-201B.2.1*

Policy Name: Disposal of Discontinued or Expired Medications

Policy Number: MED - 0008

H.M. Gilbert Jr., Executive Director, PIR

Date

Cross Reference(s)

None

Policy Statement

Partners in Recovery will dispose of discontinued or expired medications in accordance with the timelines and structure described below.

Purpose

To promote the safety of medications dispensed or stored for the Assistance in the Self-Administration of Medication on site by eliminating discontinued or expired medications on a regular basis.

Scope

Partners in Recovery Direct Care Clinics.

Key Terms

Should the reader need to inquire as to the definition of a term used in this policy, the Partners in Recovery Key Term Glossary can be found in the back of the Policy and Procedure Manual.

Standards

- I. On the last working day of each month, a nurse shall inspect all stored medication at the site and document the inspection on the *Monthly Medication Inspection* form. The nurse shall inventory and reorder all medications stocked and stored in the medication cabinet at the clinic utilizing the *Stock Medication Reorder* form. The nurse shall monitor all medications for expiration date and/or currency of prescription for individual behavioral health recipients. Medication is disposed of when the following occurs:
 - A. The medication has expired according to the date on the medication container label;
 - B. The label on the medication container is missing or illegible;
 - C. The recipient's medical practitioner orders that the recipient discontinue the use of the medication;
 - D. The recipient's medical practitioner orders that the recipient's medication not be released to the recipient at the time of the recipient's discharge or transfer; and
 - E. When required by state or federal law.
- II. Outdated, expired or discontinued medications shall be disposed of by at least two nurses according to state and federal law.
- III. Medication disposal is documented on the *Medication Disposal Log* and will include:
 - A. The date of the disposal;

- B. The method of the disposal; and
 - C. The name, signature, and professional credential or job title of the staff members disposing of the medication and the date signed.
- IV. For recipients receiving Assistance in the Self-Administration of Medication services, the *Medication Disposal Log Assistance in the Self-Administration of Medication* form will be maintained in the recipient's medical record.

Associated Partners in Recovery Direct Care Clinic Forms & Attachments

Stock Medication Disposal Log

Medication Disposal Log Assistance in the Self-Administration of Medication

Monthly Medication Inspection form

Stock Medication Reorder form

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