



## Medication Inventory Management



### Policy C-IC-8

July 1, 2014

**Purpose:** Medication Inventory Management Plan

**Policy:** The Three Rivers District Health Department will maintain control over inventory of all drugs, supplies, and equipment used for services. A medication log will be maintained to assist with inventory keeping and as a tracker system to identify patients who receive certain medications, and as a tickler system for recalling patients as necessary. All CDC guidelines will be followed for prescribed therapies.

**Procedure:** The Three Rivers District Health Department must adhere to the following medication guidelines:

- I. Emergency resuscitative drugs, supplies and equipment appropriate to the services delivered must be available. (See Emergency Section of Core Clinical Service Guide. (CCSG)) A log must be maintained and checked monthly.
- II. A medication log must be maintained, listing all prescription drugs and devices kept at the clinic site. A registered nurse will log in/out medications to assist inventory keeping. This log will also serve as a tracking system that identifies patients who receive certain medications and as a tickler system for recalling patients as necessary.
- III. All prescriptive medications or contraceptive devices must be prescribed by staff or contracted physicians, APRN (with signed collaborative agreement) or other clinician acting as a specific contracted or staff physician's agent and working under protocol.  
Exceptions: all therapy prescribed under circumstances below must conform to CDC recommendations. When the prescribed therapy does not conform to CDC recommendations for the condition being treated, the RN must contact the prescribing clinician and obtain a corrected order, or contact the Division of Epidemiology for further instructions:
  - Medications for the treatment of a patient with tuberculosis may be prescribed by a private physician who is neither contracted or on staff. (For those patients without insurance)
  - The Three Rivers District Health Department will administer prophylactic medication, vaccine or Immune globulin, on prescription of a physician who is

neither staff nor under contract to contacts of some or all of the following diseases: meningococcal meningitis or other invasive disease, *Haemophilus influenzae* meningitis or other invasive disease, pertussis (see Immunization Section of CCSG), rabies (see Rabies Section), and sexually transmitted diseases (see HIV/STD Section of CCSG)

IV. The Three Rivers District Health Department must maintain a formulary of Over the County (OTC) medications. OTC medications will be given based on the current order in the patients record or by a signed protocol authorizing this activity.

V. When any medication is given, the patient's medical record must include:

- Medication Name
- Patient name
- Dosage
- Time
- Route
- Special Instructions/Precautions
- Quantity of medication provided at each visit
- Provider and Title

VI. For vaccines, the medical record must also include: (Form CH-2)

- Manufacturer
- Lot number
- Site of injection
- Date and distribution of Vaccine Information Sheet (VIS)

VII. All medication leaving the agency must be labeled as follows:

- Date of prescription
- Facility name and address
- Patient's name
- Name of medication
- Cautionary statements as necessary
- Name of prescribing clinician

VIII. Stock medications or those purchased in bulk (not packaged for individual use) may only be used for the administration of single doses of medication on site, or by directly observed therapy (DOT).

IX. Three Rivers District Health Department may send stock/bulk medications to be repackaged at a local pharmacy. (i.e.: In the past, Webster Pharmacy in Carrollton has repackaged Rifampin for prophylaxis of contacts of a person with *Neisseria meningitidis*).

X. While strongly discouraged, stock drugs or those purchased in bulk may be repackaged for dispensing only if the following criteria are met:

- Must be repackaged by a registered nurse and checked off by a second registered nurse.
- Properly repackaged in light-resistant, childproof containers.
- The container must be properly labeled as follows:
  - Name of medication
  - Lot number
  - Expiration date (from original container)
  - Other labeling requirements as listed previously

XI. When medications are repackaged, a log must be kept including:

- Name of the drug
- Lot number
- Expiration date on the original container
- Number of pills in individual containers
- Number of containers filled
- Name of physician, pharmacist or other clinician completing the packaging
- Date the repackaging occurred

XII. When the patient returns for further supply of a medication, the provider must counsel the patient regarding possible side effects, tolerance, and acceptance.

XIII. A clinician must be consulted before the drug is given to a patient who is experiencing any possible drug-related complaints.

XIV. Any telephone or verbal orders from the contracted APRN must be documented and signed by the APRN's next scheduled day to work. Any telephone or verbal orders given by a contracted or non-contracted physician must be documented and signed within one week.

XV. With the exception of emergency drugs/kits (which must be maintained in a temperature controlled environment) and medications/vaccines requiring refrigeration, all medication should be stored in a locked, temperature-controlled environment. Access must be limited to specific employees, designated by the nursing supervisor.

XVI. Three Rivers District Health Department will only use vaccines that have maintained the cold-chain during shipping.

XVII. Expired medications and agency purchased vaccines will be properly identified on the medication log and then sent to the district office for proper disposal. Expired VFC vaccine will be returned per the Department for Public Health guidelines.

- Medication disposals will be maintained in the medication log.

XVIII. Three Rivers District Health Department will only accept medications delivered directly from the manufacturer or distributor or the Department for Public Health to ensure the medications have been properly stored in a temperature-controlled environment and free of tampering.

- XIX. Three Rivers District Health Department will only accept vaccines from manufacturers, distributors, and Kentucky Vaccine Program providers that can ensure the cold-chain has been maintained.

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**District Director**

**Date**

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**Chairperson, Three Rivers District Board of Health**

**Date**