

SUBJECT: STORAGE-ADMINISTRATION-TRACKING
OF INJECTABLES

EFFECTIVE
DATE: 07-31-09 (replaces 10-01-07)

APPROVED BY:

Executive Director

Medical Director

Pharmacist

Reviewed (no changes): 02-04-11 _____

POLICY

It is the policy of McIntosh Trail CSB to insure the safe and accurate dispensing of injectable medication.

PROCEDURE

A. Storage

1. Injectable medications are supplied to outpatient clinics by the McIntosh Trail Pharmacy Services.
2. Injectable medication will be maintained in a medication cabinet in the nurses' office. When the office is unattended, the door of the office will be locked. Controlled substances will be double locked.
3. Only licensed medical staff, nursing staff, and pharmacists will have a key/access to these medication cabinets.
4. The pharmacy will check these medications on a biannual basis for expired medications.

B. Administration

1. Injectables will be administered only by nurses or physicians of McIntosh Trail Community Service Board.
2. Orders to start a consumer on injectable medication must be a physician's written order in the consumer's clinical record.
3. Renewals of physician's orders for injectable require:
 - a. For depot antipsychotics: a notation by the physician in the consumer's clinical record at least every six months.
 - b. For other injectables: a new written order is required for each injection.
4. The consumer's name, date of injection, medication and dosage, lot number and expiration date is entered on the Injection Administration Sheet and initialed by the nurse or physician who administered the injection. The injection must also be recorded on the Medication Administration Record in the consumer's clinical record. (See Policy: Medication Administration 2207.)

C. Tracking

1. The persons who perform the injections will turn a copy of their Injection Administration Sheet each month to agency pharmacist.

D. Pine Woods Crisis Stabilization Program maintains site-specific policies and procedures related to injectable medications.

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PROCEDURE (CONTINUED)

E. Multiple use of Sterile Products

1. Labeling of Vials:

Multiple use sterile products shall be dated and initialed when first entry is made.

2. Examination for Evidence of Contamination:

Multiple use sterile products shall be examined prior to use for evidence of physical or chemical contamination.

Products that contain particulate matter, precipitates, turbidity, or are discolored, mislabeled, or show signs that they are unusable shall not be used.

3. Length of Use of Multiple Use Sterile Products:

After initial entry, multiple use sterile products may be used up to 30 days provided they are in date, contain a preservative, and show no evidence of contamination.

Multiple use sterile products not meeting these specifications shall be discarded immediately or returned to the pharmacy for disposition.

4. Destruction of Contaminated Multiple Use Sterile Products:

The pharmacist shall ensure the destruction of all contaminated and potentially contaminated multiple use sterile products.

Attachment: Injection Administration Sheet

