Name of Policy: **Utilization of Controlled Substances Policy Number:** 3364-110-05-05 THE UNIVERSITY OF TOLEDO **MEDICAL CENTER** Nursing Service **Department: Approving Officer: AVP Patient Care Services/CNO Responsible Agent:** AVP Patient Care Services /CNO **Effective Date:** 3/1/2021 Scope: The University of Toledo Medical Center Initial Effective Date: 5/1981 New policy proposal Minor/technical revision of existing policy Major revision of existing policy Reaffirmation of existing policy

(A) Policy Statement

Utilization and administration of controlled substances must be done in accordance with this established policy and the Pharmacy Controlled Substance Policy #3364-133-04, which are in compliance with established federal and state guidelines.

(B) Purpose of Policy

To establish safe and consistent guidelines for the utilization and management of controlled substances by nursing personnel. The use of controlled substances is regulated by the Ohio Revised Code and Public Law #01-513, The Controlled Substance Act of 1970 and enforced by the Drug Enforcement Agency.

(C) Definitions

Controlled substances are classified in five categories or schedules as follows:

<u>Schedule I</u>: The drug has a high potential for abuse; has no accepted medical use in the U.S.A.; or may be a research drug and is a lack of accepted safety for use of the drug. <u>Example</u>: Heroin.

<u>Schedule II</u>: The drug has a high potential for abuse; has accepted medical use in the U.S.A. with severe restrictions; abuse of the drug may lead to severe psychological or physical dependence. <u>Example</u>: Percocet, Demerol.

<u>Schedule III</u>: The drug has potential for abuse less than drugs in Schedule I and II; has accepted medical use in the U.S.A; abuse of the drug may lead to moderate or low physical dependence or high psychological dependence. <u>Example</u>: Tylenol #3, Fiorinal.

<u>Schedule IV</u>: The drug has a low potential for abuse relative to the drugs in Schedule III; has a currently accepted medical use in the U.S.A; abuse of the drug may lead to limited physical dependence or psychological dependence relative to the drugs in Schedule III.

Example: Valium, Phenobarbital.

<u>Schedule V</u>: The drug has a low potential for abuse relative to the drugs in Schedule IV; has currently accepted medical use in the U.S.A; abuse of the drug may lead to limited physical dependence or psychological dependence relative to the drugs in Schedule IV.

Example: Lomotil, Robitussin AC.

(C) Procedure

- 1. Controlled substances in Schedule I and II and selected drugs in Schedule III, IV and V must be maintained in locked quarters at all times. These selected drugs are determined at the discretion of the Pharmacy Department.
- 2. Each nursing unit will have a standard stock of drugs in the Accudose medication station, which is

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available on the unit.

- 3. Two RN's must inventory and verify the correct count of the specified controlled substances designated by pharmacy once a week.
- 4. Requests for drugs other than the established basic stock must be accompanied by a copy of the physician's order before the drug will be released for Accudose stock.
- 5. Controlled substances must be obtained from Pharmacy by an RN or a designated agent. The RN or designated agent must display a valid UTMC badge with picture identification. To receive a controlled substance, the RN or designated agent must sign, date and time the control sheet provided by pharmacy.
- 6. With any evidence of disruption of tamper-resistant devices, the controlled substance should be returned to Pharmacy at once and a Count Variance Report initiated.
- 7. Any unresolved discrepancy must have an Occurrence Report initiated and given to the Nursing Director or House Supervisor (HS). The Nursing Director will notify Pharmacy immediately, who will in turn notify Campus Police and the State Board of Pharmacy. Once the investigation is complete pharmacy will notify the Nursing Director if further action needs to be taken.
- 8. The following guidelines should be followed for routine administration of controlled substances:
 - a. The controlled substance to be administered should be prepared according to established protocols.
 - b. The medication is administered and documented according to established Nursing Service Policies.
 - c. When doses are wasted, refused, spoiled or spilled, refer to the Pharmacy Controlled Substance Policy #3364-133-04.
- 9. Multiple use of single use units (i.e., Tubex cartridges, single tablets, or unit dose liquids) is strictly prohibited.
- 10. Documentation of PCA and narcotic infusions will include the amount of narcotic given over an interval of time.
- 11. Documentation of waste of narcotic infusions as well as other controlled substances will require a witness.
- 12. All incidents of diversion will be investigated by the Campus Police Department. Any criminal acts will be referred for prosecution and reported to the Ohio Board of Nursing as necessary.

Approved by:		Review/Revision Date:
Monecca Smith, MSN, RN AVP Patient Care Services/Chief Nursing Officer Review: Policy & Standard Committee, 11/09; 6/12,3/15, 3/18, 3/21 Revision Completed By: Nancy Gauger, MSN, RN	Date	1982 1990 11/5/2009 1983 7/1993 6/14/2012 1984 3/1994 3/1/2015 1985 8/1999 3/1/2018 1986 12/2001 3/1/2021 1987 3/2002 1988 6/2005 1989 7/14/2008
		Next Review Date: 3/2024

It is the responsibility of the reader to verify with the responsible agent that this is the most current version of the policy.