

## NURSING SERVICE GUIDELINES OUTPATIENT BEHAVIORAL HEALTH

**Guideline:** Drugs and illegal substances discovered on campus



**Responsibility:** Treatment providers of multidisciplinary team

**Effective Date:**  
May 2026

**Purpose of Guideline:** To assist in the treatment of addiction, it is the expectation that the environment be free of illegal drugs and other illegal substances. This guideline is to establish a process to guide staff in the discovery of illegal or suspected substances on campus.

**Initial Effective Date:**  
June 1, 2020

**Procedure:**

- (A) Upon discovery of an illegal drug or illegal substance (or suspected illegal drug or substance) staff will do the following:
- (1) Put on gloves and face mask.
  - (2) Secure substance in an area away from patients and general population.
  - (3) Remove gloves.
  - (4) Wash hands.
  - (5) Notify administrative director, or designee.
  - (6) Notify group facilitators as this may influence clinical decision making.
  - (7) Consult with campus police (dispatched by calling 9-1-1) and/or UTMC Security Department for direction on the disposal of the substance.

NOTE - Staff should not touch or approach any substance suspected to be drugs, which is uncontained and poses a greater exposure risk. The immediate area should be secured and UTPD and/or UTMC Security should be notified right away.

- (B) Complete a Safety Net documenting the event.

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(C) Resources

SAMHSA: <https://www.samhsa.gov/substance-use/learn>

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Initial effective date:

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August 2023  
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May 2029

*Behavioral Health Administration*

*Chief of Police*