

Standard on the Practice of Storage of Drugs

Standard 2: All drugs are stored and documented in a safe and appropriate manner.

Legislative Authority

Homes for Special Care Regulations, sections 38(1) through (4):

38(1) Except as provided in subsections (4) and (5), all drugs in a home for special care shall be stored in a separate storage area and no drugs shall be stored or kept in a resident's room.

(2) The storage area for drugs shall be kept locked at all times and only the pharmacist for the home, the administrator of the home and person authorized by the administrator shall have access to the drug storage area.

(3) The temperature and lighting in the storage area shall be appropriate for the type of drugs that are being stored and there shall be refrigeration facilities for those drugs requiring refrigeration.

(4) The administrator of a home for special care licensed by the Minister of Community Services may authorize a resident to store drugs locked in the resident's room if

(a) the resident's individualized plan contains a written clinical assessment authorizing the storage; and

(b) The requirements set out in policy and standards for the home are met.

Definitions

Drugs – Prescription and non-prescription drugs and treatments prescribed for an individual's use by a physician, nurse practitioner, pharmacist, optometrist or dentist with legal authority to prescribe.

Leading Practice – Programs, activities and strategies that have a demonstrated degree of proven effectiveness:

- demonstrated positive outcomes for individuals, communities or populations;
- evidence of these outcomes are supported in academic literature and research;
- outcomes have been published in peer-reviewed journals, other professional publications or documented in a comprehensive report/study;
- implementation material, training and support requirements and evaluative methodologies are identified.

Outcomes

There are written policies and procedures for safe storage of and record keeping for drugs in the home that take account of legislation and regulations.

2.1 There are written policies and procedures that are followed for the storage of drugs that reflect leading practices and documentation required, including documentation of any drug change/errors.

2.2 The Administrator of the home will review the policy and procedures and maintain a record of the review and any revisions made at least once every two years.

- 2.3** All staff shall sign a document that these procedures have been read, understood and accepted. This document will be placed on the personnel file of each staff.
- 2.4** Separate storage area for drugs in a home, other than in an individual's room, shall be double-locked at all times.
- 2.5** The temperature and lighting in the drug storage area shall be appropriate for the type of drugs that are being stored and there shall be refrigeration facilities for drug requiring refrigeration.
- 2.6** The administrator responsible for the home may authorize the storage of drugs in an individual's room provided that:
- a) the individual has demonstrated capacity to self-administer drugs and this information has been recorded on the resident's file;
 - b) a risk assessment has been completed in writing and any identified risks have been addressed by the administrator;
 - c) the drugs will be safely stored in a manner that prevents any access by unauthorized persons.
- 2.7** A written plan that supports the individual to self-administer drugs is developed and forms part of the Individual Program Plan (IPP).
- 2.8** The plan for self-administering drugs must include the mechanisms, schedule and persons responsible for providing on-going support to the individual, based on their unique requirements, monitoring activities related to the effectiveness and safety of the plan and the recording of this information on the individual's file.

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