

## Handling of Patient's Own Medications

The purpose of this education is to ensure you are aware of how to handle patient's presenting with their own medications. The information included in this educational handout is further described in policy **RX623** Patient's Own Medication. Upon signing below, you acknowledge that you have received this education and will comply with the information as outlined. Should you have additional questions, you also acknowledge that you will refer to policy **RX623** for guidance.

**Patient's Own Medications** = Inpatients' home medications brought to the hospital

STORAGE of patient's own medication	DISPENSING and ADMINISTRATION of patient's own medications
<p style="color: red; margin: 0;"><b>Medications cannot remain at bedside or with patient:</b></p> <ul style="list-style-type: none"> <li>• Medication should be returned home with an authorized family member or designated caregiver. If medication is unable to be returned home the nurse must:               <ul style="list-style-type: none"> <li>○ Complete the <b>Patient's Own Medication Inventory Form</b> that is signed by both patient/family member and the nurse                   <ul style="list-style-type: none"> <li>▪ The original form goes with medication, and the copy remains in chart.</li> </ul> </li> <li>○ Place medication in a sealed opaque envelope (NOT a biohazard bag) in the presence of patient and/or authorized family member.                   <ul style="list-style-type: none"> <li>▪ If patient is unconscious or has altered mental status, TWO nurses must be present to place medication inside the sealed envelope</li> <li>▪ Both nurses must sign the <b>Patient's Own Medication Inventory Form</b> verifying the contents of the envelope.</li> </ul> </li> <li>○ Send <u>sealed</u> bag to security for storage</li> <li>○ Receive a green identification band stating "<i>Patient Medications in Security</i>" and place on patient.</li> </ul> </li> </ul>	<p style="color: red; margin: 0;"><b>Use of patient's own medications is generally discouraged</b></p> <ul style="list-style-type: none"> <li>• Dispensing and administration is <b>ONLY</b> permitted if:               <ul style="list-style-type: none"> <li>○ It is a specially formulated pharmaceutical not available in our pharmacy</li> <li>○ It is non-formulary (in most cases, formulary alternative will be used if possible)</li> <li>○ Birth control pills</li> <li>○ Patient's own sample medications</li> <li>○ Patients preparing for discharge from a rehab unit</li> </ul> </li> <li>• The facility may not take possession of a patient's own controlled substance medication and relabel it for use while in the hospital.</li> <li>• If it is medically appropriate to use the patient's own medication, a valid provider <b>MUST</b> write an order indicating:               <ul style="list-style-type: none"> <li>○ Patient may use their own medication</li> <li>○ Name of medication</li> <li>○ Dose, route, and schedule</li> </ul> </li> <li>• Once a valid order is received:               <ul style="list-style-type: none"> <li>○ The <b>Patient's Own Medication Inventory Form</b> is completed original form is sent to pharmacy with the medication. The copy is to be retained in the patient's chart.</li> <li>○ Receive a green identification band stating "<i>Patient Medications in Pharmacy</i>" and place on patient.</li> <li>○ Once the medication has been verified and barcoded by pharmacy, it will be relabeled and placed in the pyxis cabinet.</li> </ul> </li> </ul>

### Patient Discharge

- If you are discharging a patient who has their own medication in security or stored by pharmacy in the pyxis (Identified by: Handoff, Inventory form in chart and visual identifier green band)
  - Nurse contacts security or pharmacy based on location to retrieve medication
  - Patient's own medication is returned by the nurse to the patient or authorized family member.
    - Green band must not be removed until the medication has been retrieved and the **Patient's Own Medication Inventory Form** has been signed by the patient/authorized family member acknowledging return of the medication.
  - Original Patient's Own Medication Inventory Form is returned to security or pharmacy based on where the medication was stored.
  - Medications not claimed in will be destroyed within 30 days of discharge

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date of Completion: \_\_\_\_\_

## Patient Own Medications Post-Test

1. A patient's own medication can be stored at the bedside if the patient prefers for safekeeping.

True                      False

2. Which of the following is TRUE about the process for handling patient's own medications?
- Preferably, patient medications should be sent home with family member or designated caregiver.
  - Patient's own medications may only be administered with a valid provider order and **MUST** be inspected, validated, and barcoded prior to administration.
  - A Patient Own Medication form is required whether the medication is stored in security or inspected and relabeled for in hospital administration with valid provider order.
  - Patient Own Medication Chain of custody forms must be completed and signed by patient/patients designated caregiver upon return of the medication.
  - All of the above

3. If a medication is left behind, it should be destroyed immediately.

True                      False

4. Under what circumstances would inpatient administration of a patient's own medication be considered?

- Patient prefers to take their own medications
- The medication is available on formulary from the pharmacy
- The patient refuses to surrender their medications
- The patient is on specialty pharmaceuticals not available in our pharmacy.

5. In order to take a medication to security for storage, which of the following is true?

- The medication is placed in a biohazard bag
- A green armband should be obtained from security indicating "Patient Medications in Security" and placed on the patient and not removed until medication is returned and patient own medication form is signed.
- Medications are not stored in security and should only be taken to pharmacy.
- Only one signature is required on the Patient Own Medication Form

6. Patient's own controlled substances can be relabeled and administered while inpatient with a proper provider order

True                      False

7. If a patient is unconscious and has their own medications present, which of the following is true:

- Two RNs must complete medication inventory, placed the medication in the sealed opaque bag, and both must sign the Patient Own Medication Form.
- The medication should be taken to pharmacy and a pharmacist must complete inventory with the RN and take in storage.
- A security officer should complete the inventory form with a pharmacist.
- None of the above.

8. Once a medication is returned to the patient/designated caregiver, the Patient Own Medication form must be signed and returned to either security or pharmacy based on where it was stored?

True                      False

9. What is NOT required in the provider order for administration of Patient's Own Medication

- Indication that patient make take their own medications
- Name of medication
- Dose and Route
- Schedule
- Name of original prescriber of the medication

10. I attest that I have received education regarding how to handle Patient's Own Medication and can locate the policy on the Policy Portal.

True                      False