



## Policy and Procedure Template

Policy Name:	Proper Maintenance, Storage of Drugs and Distribution of Controlled Substances.		
Effective Date:		Revision Date:	
Department(s)/Site(s):			
Document Owners:			
Approved By:			
Relevant Law/Standard:	CA B&P Code, §4172, &16 CCR, Chapter 2, Division 13, Section 1356.3). Title22, Section 75037(d), CA Health and Safety Code, Sections 11053-11058		

**Purpose:**

Drugs are stored and dispensed according to State and Federal drug distribution laws and regulations.

**Definition:**

A controlled substance is generally a drug or chemical whose manufacture, possession, or use is regulated by a government, such as illicitly used drugs or prescription medications that are designated a Controlled Drug.

Centrally acting drugs (such as narcotics, stimulants, and certain sedatives) are divided into five classes called schedules I through V.

The Comprehensive Drug Abuse Prevention and Control Act; a law enacted in 1970 to control the distribution and use of all depressant and stimulant drugs and other drugs of abuse or potential abuse as may be designated by the Drug Enforcement Administration (DEA) of the Department of Justice.

See Link for drug scheduling

<https://www.dea.gov/drug-scheduling>

**Policy:**

The site will maintain competent, efficient and ethical Pharmaceutical Services According to State and Federal statues for the health and safety of its patients.

**Procedure:**

- 1. Medications are kept separate from food, lab specimens, cleaning supplies, and other items that may potentially cause contamination. Drugs are stored under appropriate conditions of temperature, humidity, and light so that the identity, strength, quality, and purity of the drug product are not affected**
- 2. Security: The Medical Board of California interprets “all drugs” to also include both sample and over-the-counter drugs. The Medical Board defines “area that is secure” to mean a locked storage area within a physician’s office**
  - a. Drugs and medication supplies are maintained secure to prevent unauthorized access.**
  - b. All drugs (including sample and over-the-counter), medication supplies, prescription pads and hazardous substances are securely stored in a lockable space (room, closet, cabinet, drawer) within the office/clinic.**
  - c. Keys to the locked storage area are available only to staff authorized by the physician to have access**
  - d. \*\*During business hours, the lockable space may remain unlocked ONLY if there is no access to this area by unauthorized persons and authorized clinic personnel remain in the immediate area at all times.**
  - e. At all other times, all drugs (including sample and over-the-counter), medication supplies, prescription pads and hazardous substances must be securely locked.**
- 3. Drugs are handled safely and stores appropriately.**
- 4. Preparation**
  - a. Drugs are prepared in a clean area, or "designated clean" area if prepare in a multipurpose room.**
  - b. Drugs or medication supplies are considered "adulterated" if it contains any filthy, putrid or decomposed substance, or if it has been prepared, packed or held under unsanitary conditions (21 USC, Section 351).**
- 5. Storage:**
  - a. Drugs for external use are stored separately from drugs for internal use.**
  - b. Drugs are stored under appropriate conditions of temperature, humidity and light, so that the identity, strength, quality and purity of the drug product are not affected (21 CFR, Section 211.142). Room temperature where drugs are stored does not exceed 30°C (86°F)**

6. **Controlled drugs are stored separately from other drugs, in a secured, lockable space accessible ONLY by authorized personnel (including physicians, dentists, podiatrists, physician assistants, licensed nurses and pharmacists) There is no need for the controlled substances to be double locked. \*\*Controlled substances include all schedules I, II, III, IV and V substances.**

a. **A dose-by-dose controlled substance distribution log is maintained (see Appendix A), including:**

1. **Date**
2. **Provider's DEA number**
3. **Name of controlled substance**
4. **Original quantity of controlled substance**
5. **Dose administered, Number of remaining doses**
6. **Name of patient receiving controlled substance**
7. **Name of authorized person dispensing controlled substance**

_____	_____
First Name Last Name – Title	Date
_____	_____
First Name Last Name – Title	Date
_____	_____
First Name Last Name – Title	Date

## Appendix A

Name of Drug	MD/NP/PA DEA #	Date	Original Qty.	Dose Given / Doses Remaining	Patient Name	Name of Distributing Provider
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