

MEDICATION MANAGEMENT AND DISPOSAL

Policy Statement: Hospice Alliance and the patient/caregiver share in the responsibility for **tracking and collecting** of **controlled substance**. Hospice Alliance believes that medications purchased for the patient at the time of admission becomes the property of the patient, therefore; medications present at the time of the patients death becomes the property of the estate and **disposing** of the controlled substance and other medications are the **responsibility of the family**.

Procedure:

Education

1. Hospice Alliance nurse will provide education to the patient/caregiver regarding the proper use and disposal of controlled substance.
2. Patient /caregiver education regarding controlled substance may be in form of written information provided during the initial assessment and /or discussion with the patient /caregiver regarding specific medication prescribed for the patient.
3. Educational information provided to the patient/caregiver related to controlled substances is documented in the patient's clinical record.

Tracking

1. At the time of the initial assessment and/or the comprehensive assignment the RN Case Manager or designee documents on the **medication profile** the date, medication name and strength, administration frequency and quantity dispensed of all controlled drugs ordered for and received by the patient.
2. During each visit to the patient home, the RN Case Manager or designee conducts a count of the amount or quantity of medication remaining and notes any discrepancies between amount of medication administered to the patient and the amount of medication remaining.
3. The RN Case Manager or designee identifies and documents any misuse of controlled substance and notifies the patients attending physician, the pharmacist and the Clinical Director for further intervention.
4. An incident report is completed for suspected or actual diversion of controlled substance and the interdisciplinary team, in consultation with the Hospice Alliance Medical Director, the patient attending physician and pharmacist determine the appropriate course of action, including reporting the diversion to appropriate authorities.

DISPOSAL

1. Controlled drugs no longer needed by the patient during the patient stay at hospice maybe disposed of by the nurse per patient /family request.
2. If the nurse takes an active part in medication destruction, the following information is documented in the clinical record, the name of the medication, the amount or quantity of the medication remaining and destroyed and the date of destruction and signature of the witness.

MEDICATION MANAGEMENT AND DISPOSAL (continued)

3. The family, at the time of death, will be the responsible members to dispose of the patient's medication. Below is an example of how to instruct family how to destroy the medications.

An example of how to dispose of the medication is as follows:

- Place all the medication needing to be destroyed in a bowl, pour water over the medication creating a paste. (the amount of water depends upon the amount of medication needing to be destroyed) once a paste is formed place the mixture in an appropriate size Ziploc bag and mix with sand or kitty litter and place in the kitchen garbage can.
- Patches containing medication should be destroyed. The person destroying the patches should place disposable gloves on. Each patch should be cut into small pieces and placed in the paste mixture as above and placed in the garbage. Wearing disposal gloves will prevent absorption of the medication into the person destroying the medication.
- The Representatives of the State of Wisconsin have obtained a “**No Flush Law**” so medication can no longer be flushed down the toilet and placed in the local water source.
- The following **web sites** are available to help guide caregiver(s) on other methods of destroying medication. There is also a web site that will instruct the person on how to **donate medication** keeping in mind however, that there are many restrictions one must follow when donating medications.

Medication Recycle/Disposal, for medication recycle, take- back programs proper disposal methods and medical supply donations see the websites below:

<http://dnr.wi.gov/topic/HealthWaste/>

<http://dnr.wi.gov/topic/healthwaste/householdpharm.html>

<https://www.whitehouse.gov/ondcp>

<http://www.fda.gov/ForConsumers/ConsumerUpdates/ucm101653.htm>