

LOS ANGELES GENERAL MEDICAL CENTER

Subject: MEDICATIONS BROUGHT IN BY PATIENTS		Original Issue Date: 9/13/16 Supersedes: Pharmacy Policy# 236 8/23/19	Policy # 938 Effective Date: 2/2/23
Departments Consulted: Pharmacy & Therapeutics Committee Inpatient Pharmacy Department	Reviewed & approved by: P&T Committee Attending Staff Association Executive Committee Senior Executive Council	Approved by: (Signature on File) Chief Medical Officer (Signature on File) Chief Executive Officer	

POLICY

Patients are discouraged from bringing their own medications into the hospital. Medications shall be given back to the patient's family/representative, when admitted to the hospital. Under limited and unusual circumstances, the patient's own medication that is not a Controlled substance may be used according to guidelines established by the Pharmacy and Therapeutics Committee.

PROCEDURE

When patients bring their own medications into the hospital and are not to be used, they shall be returned to the patient's family/representative, when admitted to the hospital. If it is to be stored in the Pharmacy Department until discharge, medications drugs requiring refrigeration will be placed in a separate security bag are to be listed, packaged in the security bag, and sealed, along with a completed Patient's Own Medications Deposit Form. The required information includes: the patient's name, MRUN number, ward location, Valuables PAK number, and total containers.

When such medications are to be stored, they will be taken to the D&T Inpatient Pharmacy, Room B2A100, as soon as possible and held in a secured cabinet. Medications will be held for 7 days post-discharge before being sent to salvage at which time they will be destroyed. (See Procedure: PATIENT'S OWN MEDICATIONS DEPOSIT FORM).

In the event the patient is hospitalized due to an overdose of one or more of these medications, the medications responsible will be turned over to Security who in turn will turn them over to the applicable law enforcement agency.

If it is determined that there is a compelling reason to use the patient's own medication, the medication shall not be administered unless:

1. The drugs have been positively identified by the pharmacist or physician.
2. There is a written order for the medication in the patient's medical record signed by the person lawfully authorized to give such an order.
3. The medication containers are clearly and properly labeled.

The nurse will store the authorized medications with other routine medications. The nurse will administer the medications and record their use on the medication administration record.

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The form must be completed with the following information:

1. Indicate Ward Location.
2. Indicate Patient's Name and MRUN number.
3. Record the Valuable PAK number
4. Complete the "Received Form Patient or Representative Section". Both the patient (depositor) and RN (witness) will sign and date PATIENT'S OWN MEDICATIONS DEPOSIT Form in the presence of each other.
5. RN will list the medications brought in and the TOTAL NUMBER of medication containers received by patient to be deposited into EACH bag on the "PATIENT OWN MEDICATION DEPOSIT Form". Then place the medications inside a security bag.
 - a. Multiple Bags may be used, if the number of patient's medication do not fit inside one bag, the RN will use additional bags as needed. However, EACH BAG must have its own completed "PATIENT OWN MEDICATION DEPOSIT Form" indicating the medications and number of containers inside.
 - b. Refrigerated Drugs are to be placed in its own separate sealed security bag and on its "PATIENT OWN MEDICATIONS DEPOSIT Form" indicate "**REFRIGERATE**".
6. Enclose the original "PATIENT'S OWN MEDICATIONS DEPOSIT Form" in the clear outside pocket of the security bag so that identification is visible. Canary copy is the patient's receipt. Pink Copy is to be placed in the patient's chart.
7. After the medications are placed in the security bag, the RN will seal the bag. The medications shall be brought to D&T Inpatient Pharmacy building B2A100, by nursing staff.

PHARMACY STORAGE

1. The receiving Pharmacy Personnel will check the integrity of the sealed bag, then document receipt of medication on the appropriated form. Any evidence of tampering is to be brought to the attention of both the Nursing and Pharmacy Supervisor.
2. Pharmacy will document transaction on the "Patient's Own Medication Log Form".
3. Pharmacy will store the medications in a secured area for 30 days before being sent to

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salvage for destruction.

NURSING PICK-UP OF MEDICATIONS:

1. When the patient is discharged, a nursing employee will pick-up the patient's medication, using the "PINK COPY". Only licensed personnel can pick-up "controlled substances".
2. During pick-up, Nursing will check the integrity of the sealed bag, then document receipt of the medication on the "Patient's Own Medication Log Form". Any evidence of tampering is to be brought to the attention of both Nursing and Pharmacy Supervisors.

NURSING RETURNING MEDICATION BACK TO PATIENT:

1. Return to Patient or Representative Section on the "PATIENT'S OWN MEDICATIONS DEPOSIT Form" is to be completed by Patient (Depositor) and the RN (Witness).
2. RN will open the bag in the direct presence of the patient and return deposited medications back to the patient. Patient will sign the form (Signature of Depositor) and the RN will sign the form (Witness By).

REVISION DATES

August 23, 2019; February 2, 2023