

JUVENILE COURT HEALTH SERVICES

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Subject: CONTROLLED DRUGS		Original Issue Date: 1/31/03	Policy # D-102
		Supersedes: 2/8/19	Effective Date: 5/21/2021
Departments Consulted: Pharmacy Nursing	Approved By: (Signature on File) Health Services Administrator (Signature on File) Nursing Director	Approved by: (Signature on File) Medical Director	

PURPOSE

To describe facility-specific policies and procedures involved with controlled drug storage and control.

POLICY

- All controlled drugs are stored in locked containers.
- Counts of controlled drugs are performed on a regular basis.
- Keys are kept by designated personnel that sign out from shift to shift.

PROCEDURE

For Juvenile Halls and Camps with Pyxis machines:

1. All controlled medications are kept in a double-locked cabinet in the Medical Module (and in the Medical Housing Unit at Central Juvenile Hall).
2. The key for the locked cabinet is stored in the Pyxis machine.
3. At Central Juvenile Hall's Medical Housing Unit (MHU), the controlled medications are located in a locked cabinet with the key controlled by the MHU nurse. Only patient-specific medication is kept at the MHU.
4. Controlled medications include narcotics and some psychotropic medications. Counts are done on both.
5. Counts of controlled drugs are completed at the beginning and the end of each shift by the outgoing and incoming Nursing Team Leaders (Charge Nurses) and includes signature sign-off.
6. The individuals performing the counts will not go off-shift until the controlled drug count is completed and signed.
7. If an error is made on the signature sheet, a single line is drawn through the error, the word "Error" is written, and the entry is signed with the name and title of the nurse.

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Medical Director's Initials:
(Initials on File)

Camps without a Pyxis machine:

1. All controlled medications are kept in a double-locked cabinet.
2. Only nursing personnel have access to this key which is stored in the designated nursing lock box.
3. All counting procedures are described as above.

AUTHORITY

Federal Controlled Substances Act
California Code of Regulations, Section 1438

REFERENCES

NCCHC Standards Y-D-01
Pharmacy Procedure Manual
Nursing Procedure Manual

REVIEW DATES

January 31, 2003; June 24, 2011; January 3, 2013; November 30, 2017; February 8, 2019; May 21, 2021