

**POLICY AND PROCEDURE MANUAL  
PHARMACY SERVICES**

SECTION: **INPATIENT PHARMACY SERVICES**

SUBJECT: **MEDICATIONS/MEDICATION CONTAINERS BROUGHT INTO  
FACILITY BY PATIENT**

CODE: 3.15.0  
DATE: 1/5/82  
REVISED: 4/19/22  
APPROVED: Think Tran, Pharm. D.  
MEC APPROVED: 6/22/11,10/31/12  
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POLICY

**All medications and/or medication containers brought into Rancho Los Amigos National Rehabilitation Center (RLA), inpatient or clinics by any patient, will be sent home with patient family or significant other after physician or designee has reviewed medication.**

PROCEDURES

1. All medications brought into RLA by the patient will be returned to the patient's family, friend or significant other when at all possible.

*NOTE: Every attempt to notify family, friend or significant other to have medications taken home must be documented*

2. If the patient does not have family friend or significant other to pick up the medication(s):
  - a. the nurse will place all medication(s) for the patient in a sealed tamper proof plastic bag and label the bag with the:
    - i. Patients name
    - ii. RLA number
    - iii. The number of medication containers
    - iv. Time and date of receipt of medications and/or containers
  - b. The medications will then be sent to Inpatient Pharmacy for proper storage and disposal.
    - i. Patient's personal medications will be stored in the inpatient pharmacy for up to 14 days after patient's discharge to allow time for the patient or patient's family, friend or significant other to pick up. All medication and or contents in the bag will be destroyed if not claimed.
    - ii. Drugs listed in Schedules II, III, or IV of the Federal Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended, shall be destroyed in the presence of two pharmacists. The name of the patient, the name and strength of the drug, the prescription number, the amount destroyed, the date of the destruction, and the signatures of the witness required above shall be recorded in a log. Such log shall be retained for at least three years.
    - iii. Drugs not listed under Schedules II, III, or IV of the Federal Comprehensive Drug Abuse Prevention and Control Act of 1970, as amended, shall be destroyed.
    - iv. The medications will be stored in a secured location in the Inpatient Pharmacy. A log record (attached) is located in the secured location, indicating:
      1. patient's name
      2. RLA number
      3. Nursing unit
      4. Date of receipt of medications
      5. Signature of Nursing personnel transferring medications to the pharmacy
      6. Signature of the RPh who receives the medications
      7. Signature Nursing personnel picking up the medications
      8. Date medications were returned to patient
      9. Date Medications destroyed
      10. Signature of the RPh who returns or destroys the medications

Reviewed: 6/22/16bj, 8/8/2018bdk, 4/19/2022 TT

Approved By: 

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3. Personal medication may be used by the patient while in the hospital, **only** if:
  - a. Physician has entered an order.
  - b. Medication is not available in Inpatient Pharmacy
  - c. The medication cannot be substituted with an available formulary medication\*
  - d. Patient own medication has been reviewed by a pharmacist or a physician for authenticity. Liquid medications should be avoided due to the difficulty in verifying the contents (exception: critical non-formulary medications that require immediate administration).

*Note: Patient's own medication will be returned to the patient's family, friend or significant other as soon as the medication is available from the pharmacy. If family or friend is not available follow procedure 2 above*

\* A Non-formulary request form must be completed by prescribing physician for non-formulary purchase with accompanying Service Chief signature.

\*\*If the circumstances describe an investigational drug, procedure must be in accordance with Investigational Drug Policy 1.14.0.

π See Policy 7.17.0