



ADMINISTRATIVE/FISCAL/CLINICAL/PHF POLICY AND PROCEDURES

COUNTY OF SANTA BARBARA
ALCOHOL, DRUG AND MENTAL HEALTH SERVICES

Section - QUALITY ASSURANCE	Effective: 12/1/09
Policy - #48 HANDLING OF MEDICATIONS	Revised:
Director's Approval <u><i>Ann Detmold</i></u>	Date <u>11/29/09</u>
Assistant Director's Approval <u><i>[Signature]</i></u>	Date <u>11/29/09</u>
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Author(s) -	

POLICY:

It is the policy of the Santa Barbara County Mental Health Plan (SBCMHP) that medications are handled properly, including limiting certain functions to appropriately trained and licensed individuals.

PROCEDURE:

- A. For purposes of this P&P, "**medical staff**" are staff who possess a valid California license as a Psychiatrist, Nurse Practitioner, Physician Assistant, Registered Nurse, Licensed Vocational Nurse, Licensed Psychiatric Technician, or Pharmacist.
- B. Only medical staff can receive, dispense, package, repackage, administer, or otherwise handle medications, including sample medications, stock medications, and medications prescribed and dispensed to an individual client.
 - 1. Repackaging Medications: If the prescribing psychiatrist determines that a client's ability to function is so impaired that allowing the client to possess a 30-day supply of medications in a container provided by the pharmacy would present a risk to the client, the psychiatrist may direct, in writing, that one of the following procedures be followed:
 - a. The pharmacy will issue the medications in limited amounts, and the client will be permitted to possess the medications in the container issued by the pharmacy.
 - b. Medical staff will repackage the client's medications into medication cassettes or other containers in limited amounts. Such containers may, at the discretion of the psychiatrist, be divided into sections which identify the day and/or time of day the medications in that section are to be taken.
- C. No staff other than medical staff may handle medications directly but may, with approval from their supervisor and as part of a program or service approved by licensed medical staff,

C. Injections

1. Every medication room, and every other room in which medications are injected, shall be provided with a secure sharps container approved by the SBCMHP Medical Director or designee.
2. Whenever a medication is injected, the Medical Staff administering the medication will ensure that the sharps container is within arms reach, to ensure the safe disposal of syringes.
3. A bleach solution of 10:1 (ten parts water for every part bleach) must be on hand in each medication room or other room in which medications are injected to decontaminate blood spills.
4. The bleach solution shall be considered effective for a maximum of 24 hours only.

Assistance:

Reference:

Replaces:

transport and otherwise handle containers in which medications have been placed by licensed medical staff.

D. Whenever a medication is handled outside the container in which they were provided by a pharmaceutical company or pharmacy, staff will wash their hands before and after handling each medication.

E. Injectable medications:

1. Injectable medications will be drawn immediately prior to administration.
2. Syringes will be placed in an approved sharps container immediately after use.

Assistance:

Reference:

Replaces: