

Policies & Procedures

DISTRIBUTION OF MEDICATION

Section: Medical Policy

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Subject: Distribution of Medication

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POLICY

The medical staff at Davis Behavioral Health is responsible for distributing medications as required, without assuming the pharmacist's duties. Records of distribution, including dates, medication names, dosages, and patient names will be stored in each patient's digital file. Medication doses will be strictly adhered to as per the provider's prescription or as dispensed by the pharmacy. Any adverse reactions or drug interactions will be diligently recorded. Protocols for serum levels, liver function, blood count, glucose level, and other relevant parameters will be followed as per the manufacturer's recommendations and community "best practice" standards.

PURPOSE

This policy aims to establish a set of center-wide rules to ensure the correct distribution of medication by authorized and competent staff members.

PROCEDURE

1. Expiration dates on medication samples will be inspected on a monthly basis.
2. Details such as patient name, contact number, medications, allergies, and adverse reactions will be stored in a digital medical record.
3. Medications prescribed to one patient will never be used for another patient.
4. When treatment is discontinued, any remaining medications from the patient's prescription will be properly disposed of.
5. Medical staff will educate patients about the proper use of the medications.
6. All adverse drug reactions will be promptly reported to the prescribing provider.
7. A thorough investigation of a patient's current medications, whether prescribed or over the counter, will be conducted. All medication details will be entered into the digital record to identify potential interactions before administering any psychotropics.
8. Any alterations in treatment plans will be reflected in the concurrent changes in prescribed medications.

9. Current prescriptions will be consistently updated in the electronic medical record.
10. Blood tests relevant to specific medications will be ordered in a timely manner following the protocol advised by the manufacturer and community "best practice" standards.