



Medication Management Policy/Procedure

TITLE:	Narcotic & Controlled Drugs – Pyxis MedStation	NUMBER:	50.35
Sponsor:	Pharmacy Operations Manager	Page:	1 of 6
Approved by:	Director of Pharmacy	Approval Date:	Nov 2021
		Effective Date:	Nov 2021
Applies To:	Pharmacy, Nursing, Medical Staff		

POLICY

Nursing and pharmacy personnel who use the Pyxis MedStation will adhere to protocols to ensure, secure storage, accurate accountability for Narcotic and Controlled substances, and compliance with Provincial and Federal Regulations.

PROTOCOL

Pharmacy will load all narcotic/control substances (including PCA syringes, Epidurals, CADD cassettes) into the Pyxis MedStations. Narcotic and controlled substances that are ordered on evenings and weekends but are not routinely stocked in the MedStation may be picked up in Pharmacy and signed onto paper Narcotic and Controlled drug sheets and stored in a locked cupboard in the care area. Pharmacy will load the items into the MedStation as soon as pharmacy workload permits.

Patient's own medications (examples, methadone carries or Suboxone®) shall be documented and use recorded on a manual Narcotic and Controlled Drug Count sheet. (see Appendix A)

Removal of narcotic/controlled drugs:

Full or partial doses of narcotic/controlled drugs not administered to a patient are wasted and documented in the Pyxis MedStation **while removing** the item.

In certain events and procedures, the nurse may not know ahead of time the total amount of narcotic/controlled drug that will be needed for administration. In these situations, the nurse should return to document wastage after the completion of the event or procedure using the **Waste** button.

A witness is required when a narcotic/controlled drug is wasted. The MedStation will ask if the full dose is to be administered. If no is chosen, the user will be prompted to have a witness sign into the MedStation to document that they will observe the wasting. The amount

used is documented and Pyxis calculates the amount wasted from the total removed from the MedStation.

Note: Some drugs waste in mg and others in mL; unit of measure is indicated by the system.

A witness must observe the destruction of the wasted items. Partial tablets must be discarded into a sharps collector. For drugs in syringes or IV bags, the witness shall observe the removal from the pump itself. Contents of syringes, bags and vials must be emptied into a sharps collector and inactivated with dish soap. The emptied syringes, bags and vials must also be placed in the sharps collector. Opiate patches removed from patients must be cut in two with scissors, stuck on a small piece of paper and discarded in the sharps collector being careful not to touch the cut edges of the patch. Wash scissors.

Pharmacy prepared Patient Specific Solutions (PCA, Epidural or CADD cassettes)

Patient specific narcotic/control drug infusions prepared by pharmacy will be located in one drawer of the MedStation. To **remove** for a patient specific solution, choose “Override”, select “PCA/Epidural/CADD”. The drawer will open and the user will select appropriate patient labeled medication.

Wasting Reminders of Infusion solutions containing Narcotic/Controlled Drugs:

There are two methods for recording wastage of infusion solutions, in **Pyxis** or on the **back of the paper Narcotic/Control Drug Count Sheets**. Preference is to record waste in Pyxis.

1. **Removed from Pyxis in a format that is Ready to Administer:** Reminders of narcotic/controlled medications from IV lines are changes or discontinued orders **must be** recorded in Pyxis using the **Waste** function.
For example Morphine 1 mg/mL 100 mL bags.
2. **Removed as vials from Pyxis to prepare a solution:** The leftover IV solution from a line change or a discontinued order must be wasted in Pyxis or documented on the back of the **paper Narcotic/Control Drug Count Sheets**.
For example: Ketamine 25 mL of 2 mg/mL concentration required. Prepared using 2 mL vials of 10 mg/mL. Remove 3 vials x 2 mL, and “waste” by indicating **Amount Given** as 50 mg in Pyxis (remaining 1 mL should be discarded in a sharps collector).
After the infusion was removed from the patient (12 mL remaining containing 24 mg), the destruction could be written on the paper Narcotic/Control Drug Count sheets Or documented in Pyxis by calculating the Amount Given. In this scenario, the patient received 13 mL, so the Amount Given is 26 mg, which then wastes the remaining “24 mg of solution, plus the original 10 mg not used to prepare the solution”.

3. **Prepared by pharmacy for a patient and stored in the PCA drawer:** The leftover IV solution from a line change or a discontinued order must be wasted and documented with a witness on the back of the **paper Narcotic/Control Drug Count Sheets**.

Document the following on the back of care area Narcotic / Controlled Drug Count Sheet(s):

- date & time destroyed
- patient name
- drug concentration (in mg per mL or micrograms/mL)
- “approximate” wastage in mL
- two nurses signatures. If second nurse is not available other staff members, example ward clerk, house staff, pharmacist, or pharmacy practice assistant may sign.

Wasting when Patient transferred to another Care Area

Patients transferred to another care area will no longer have profiles on the previous MedStation. In the instance that narcotic/controlled drug waste needs to be documented:

- press **Waste**
- at the bottom of the screen, press **Add Patient**.
- type in the patient’s name
- select **ALL MEDS** and choose the medication to waste.
- enter the amount removed (ie 1 SYR) and press **Waste Now**.
- A witness will be asked to sign in to Pyxis.
- enter the amount given. Pyxis will calculate the amount wasted.
- The witness must observe the destruction of the wasted items.

Wasting when medication is not visible on patients profile

Reasons: Medications started on previous Care Area or removed more than 36 hours ago will not be visible on the patient’s profile.

- press **Waste**
- select **ALL MEDS** and choose the medication to waste.
- enter the amount removed (ie 1 SYR) and press **Waste Now**.
- A witness will be asked to sign in to Pyxis.
- enter the amount given. Pyxis will calculate the amount wasted.
- The witness must observe the destruction of the wasted items.

Once Weekly Narcotic Inventory by Nursing

It is the Clinical leader's responsibility to ensure that all narcotic and controlled substances stocked within Pyxis Medstation are inventoried (counted) once weekly.

From the main Menu press **Inventory**

- press **Select by Class**
- hi-light the classes to be inventoried (controlled drugs, narcotics, benzodiazepines)
- press **Accessed Inventory (this will open only the drug pocket previously used since the last audit)**
- count the number of items in the pocket and enter the amount in the verify count field.
- press **Accept**
- close the pocket and drawer as required.
- Medstation will automatically continue to the next drug, until all the drugs in the selected classes have been inventoried.

PHARMACY

Unused patient specific solutions

Unused patient specific solutions will be removed from the medstation, by Pharmacy using the "Outdate" function.

If removed by pharmacy practice assistant or non-clinical pharmacist:

- *Log into Pyxis Medstation as usual.*
- *Choose "Outdate" on the Pyxis MedStation screen.*
- *Type "PCA"*
- *Choose "PCA/EPIDURAL/CADD"*
- *Choose "Outdate Selection"*
- *The drawer will open.*
- *"Beginning Count" -Enter the number of items in the drawer, then choose "Accept".*
- *"Outdate quantity" – Enter the amount you are taking away, and then touch "Accept".*
- *If there are remaining items in the drawer, Pyxis will ask for the earliest expiry date: Check in drawer and type in date.*
- *Exit from Pyxis MedStation.*

Bring items removed from Pyxis MedStation to the CII Safe and follow proper procedure.

If removed by clinical pharmacist or clinical support PPA:

- *Follow the above steps, up until and including exiting from Pyxis MedStation.*
- *Record removed items on the "Narcotic Wastage Disposal Record" sheets. (Back of Narcotic and Control Count Sheets).*
- *Ask a nurse to co-sign the entry as a witness. If second nurse is not available another staff member, example ward clerk, house staff, or pharmacist, may sign. The witness must observe the destruction of the wasted items.*

RELATED DOCUMENTS

Forms

- Narcotic Drug Count Sheet #8016

APPENDIX A

ENTERING INFORMATION ON THE NARCOTIC OR CONTROLLED DRUG COUNT SHEET - *NURSING*

Form shall be initiated when care area staff are storing Narcotics and Controlled Substances on behalf of patients (examples – carries for Methadone)

Balance of each drug shall be brought forward to new Narcotic / Controlled Drug Count sheet(s) as sheets are completed. Signature of one nurse is required for balance carried forward. Nursing bringing balance forward is responsible for signing “verification” (top right hand corner). If discrepancies cannot be resolved, report to Clinical Leader/delegate.

ISSUE OF DRUGS TO PATIENTS (Nursing):

- To issue drug to patient, enter:
 - date & time issued from Narcotic/Controlled Drug (locked) cupboard
 - patient name
 - prescriber
 - dose (in mg, etc.)
 - wastage, if any
 - **Note:** each drug entry requires a separate entry

- Subtract quantity issued from balance on hand. Sign the record verifying the total. **[Signatures of two nurses (where available) are required in the case of wastage.]**
 - If second nurse is not available another licensed staff member may sign.
 - As high alert drugs, narcotics and controlled drugs must be double checked as per the High Alert Policy 25.05.

COMPLETED NARCOTIC OR CONTROLLED DRUG COUNT SHEETS (Nursing):

- Bring balance forward to new count sheet verifies that all information is recorded on **Narcotic / Controlled Drug Count** sheet(s) & signs completed sheets on top right hand corner.
- Send sheets to Pharmacy as completed and within 72 hours of last entry. Do NOT store in care area for extended periods.
- Pharmacy shall review and return problem or deficient sheets to appropriate to Clinical Leader/delegate for correction/completion.
- Clinical Leader/delegate shall return amended sheets to pharmacy within 7 days of receipt. If this is not possible, return cover sheet with plan of action to Pharmacy within 7 days of receipt and return amended sheets as soon as possible.
- Nurse shall report all unresolved discrepancies to Pharmacy and Clinical Leader/delegate within 24 hours & file report in SIMS.
- Director of Pharmacy/delegate shall conduct an investigation of all discrepancies and, when appropriate, files a report with Health Canada.
- Pharmacy shall maintain records of all Narcotic & Controlled Drug uses within the Health Centre for a minimum of two years.

Version History

Major Revisions (e.g. Standard 4 year review)	Minor Revisions (e.g. spelling correction, wording changes, etc.)