POLICY

Staff and physicians of Children’s and Women’s Health Centre of B.C. will comply with all applicable Federal and Provincial regulations for narcotic and controlled drugs.

The oversight responsibility of narcotic and controlled drugs rests with the Health Authority CEO, by the written authority of the Drugs Directorate, Health Canada. Responsibilities are delegated to departments and health disciplines, in compliance with applicable narcotic regulations and accepted professional roles.

All departments and individuals handling narcotic and controlled drugs will ensure that narcotic transactions and doses will be kept in an accurate and timely manner, and that the records be available for inspection by federal auditors.

Unless individually restricted by the Hospital, a nurse may receive narcotic and controlled drugs from the Pharmacy Department. The Program Manager or Department Director will ensure the security of narcotics on the nursing unit.

Narcotic drugs no longer required by the nursing unit will be returned to the Pharmacy Department.

Where utilized, narcotic drawer or cupboard keys will be transferred from shift to shift by nurses using the unit’s Daily Narcotic Record Sheets for recordkeeping and control. Narcotic Cupboard locks will be changed if the keys are removed from the Oak Street site.

DEFINITIONS

Nurse – refers to Registered Nurse, Registered Psychiatric Nurse, Licensed Practical Nurse

PROCEDURE

1. Pharmacy technicians deliver narcotic and controlled drugs to the nursing units and make appropriate entries in the unit's Daily Narcotic Record Sheets or in the Automated Distribution Cabinets (ADC).

2. Narcotic and controlled drugs are delivered to locations outside the Oak Street site by courier. A Narcotic Transport Form is originated by Pharmacy and signed by a nurse upon receiving the narcotic or controlled drug.

3. In areas with no ADC, the nurse receiving the drug counter-signs the entry in the Daily Narcotic Record Sheet, verifying that the delivered drugs and quantities are correct, and that the total quantity of each drug on the ward is correct.

4. Narcotic and controlled drugs are secured in the nursing unit's narcotic cupboard, drawer or ADC.

5. Where a key is required to access the storage location, it is always held by a nurse and passed to the next shift, evidenced by a counter-signature in the Daily Narcotic Record Sheet. The key does not leave the patient care area. If a nurse misplaces a narcotic key, or takes it home, the nurse contacts the Security Supervisor for assistance.

6. Returned stock is given to the pharmacy technician when he/she is on the unit, or may be taken directly to the Pharmacy by a nurse. An associated entry is made in the ADC or in the unit's Daily Narcotic Record Sheet and counter-signed by a nurse.