POLICY PURPOSE

The purpose of this policy is to define the expectations for use of any sample medications in Children’s Hospital (CH) and Women’s Hospital (WH), Child and Adolescent Mental Health inpatient and outpatient settings.

POLICY SCOPE

In-Scope

All medications including:
- Parenteral and oral medications on or off formulary
- Non-prescription medications (Over-the-counter)
- Enteral feeds

All prescribers for inpatient and ambulatory clinical care settings within Children’s and Women’s hospitals.

Out-of-Scope

- Complementary and alternative medicines (e.g. herbal, vitamin and nutraceuticals).

POLICY

This policy contains three component policy statements.

Policy Statement 04.001.1 Sample Medications AND INPATIENTS

No sample medications shall be administered to any inpatient admitted to CH or WH. All staff are responsible for adhering to formulary drug use and following appropriate procedures for any non-formulary drug acquisitions and use.

If a patient is admitted on a sample medication, this will be considered a “patients-own” medication on admission and all attempts to use a formulary substitute will be made. It may be deemed necessary to continue patient’s-own supply until an alternate supply can be obtained by the Pharmacy Department, only after verification by the Pharmacy Department.

Policy Statement 04.001.2 Sample Medications AND OUTPATIENTS

Sample medications are permitted to be accepted by prescribers for use on a trial basis in some circumstances. Generally, the prescribers who have offices on-site only will be permitted to maintain the accepted practice of use of samples for a short period. Sample medications are not intended for continued treatment therapy in any patients. The prescriber who receives the samples is responsible for the appropriate storage and handling of the sample medications.

Policy Statement 04.001.3 Handling of Medication Samples

Medication samples shall be authorized and received by the prescriber after direct interaction with the manufacturer’s representative. No representative shall have access to clinical areas. Appropriate and secure storage shall be available for the samples. Patients and their families will not have access to the medication storage area nor will they be permitted to select sample medications. Routine inspection of the sample medications shall occur (to check for storage conditions, expiry dates, etc). The Pharmacy Department personnel is authorized to check for appropriate storage conditions on behalf of the organizations.