POLICY

Nurse or prescriber responsible for administration of a narcotic or controlled drug to a patient, will accurately record the drug name and dose in both:

- The patient's chart - Medication Administration Record (MAR) or other approved documentation form, and
- The unit’s Daily Narcotic Record Sheet or automated distribution cabinet (ADC)

When a prescriber without access to the ADC is required to administer a narcotic or controlled drug to a patient, the nurse will obtain the drug for the prescriber and witness administration to the patient.

Nurse or prescriber administering the narcotic or controlled drug will document any wastage and disposal in the Daily Narcotic Record Sheet or ADC.

DEFINITIONS

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

Prescriber – refers to a physician, dentist, nurse practitioner or otherwise authorised prescriber, under terms compatible with the Medical Staff Rules and Regulations; medication orders will be signed by the prescriber who assumes responsibility for the accuracy and validity of the order, that it allows for safety validation by other healthcare practitioners, and that it meets the requirements of this policy, and other applicable provincial and federal requirements.

PROCEDURE

For areas with ADC:

1. When a prescriber has written an order for the administration of a narcotic or controlled drug for a patient, a nurse logs into the ADC and obtains the medication by selecting the patient and then the drug. The correct number of inventory units is entered and the remaining quantity is verified.

2. The above acquisition information is kept automatically within the Pharmacy database and includes the following information:
   - name of practitioner accessing the narcotic and patient care area
   - date and time of the drug removal
   - patient's name
   - drug name
   - quantity removed
   - pre and post inventory counts

3. After dose administration, the drug name and dose (mg or mcg) is recorded in the patient MAR.

4. When a full inventory unit is not utilized for the prescribed dose, the wasted portion of the inventory unit (tablet, ampoule, IV bag) is documented in ADC and is counter-signed by a second RN or healthcare practitioner who must witness the physical wasting of the inventory unit. This wastage procedure is also applied to discontinued narcotic infusion solutions.
5. A drug which is damaged or refused by a patient is returned to the ADC by the nurse or prescriber.

**For areas with manual Daily Narcotic Record Sheets:**

1. In areas without an automated distribution system, Pharmacy provides uniquely numbered Daily Narcotic Record Sheets. Narcotic and controlled drugs are stored securely in locked drawers or cupboards (see policy “Narcotic and Controlled Drugs – Receipt and Control on Nursing Units”).

2. When a prescriber has written a prescription for the administration of a narcotic or controlled drug, a nurse obtains the medication from the locked drawer or cupboard.

3. A record of the dose administration is made in the unit's Daily Narcotic Record Sheet and the inventory quantity is adjusted to reflect the drug removal. The transaction is signed by the nurse. The record includes the following information:
   - date and time of drug administration
   - patient's name
   - drug name and dose
   - quantity removed
   - nurse or prescriber’s signature
   - remaining inventory count

4. After dose administration the drug name and dose (mg or mcg) is recorded in the patient MAR.

5. Where a full inventory unit is not utilized for the prescribed dose, the wasted portion of the inventory unit (tablet, ampoule, IV bag) is documented in the Daily Narcotic Record Sheet and is counter-signed by a second nurse or healthcare practitioner who must witness the physical wasting of the narcotic part-unit. This wastage procedure is also applied to discontinued narcotic infusion solutions.

6. A drug which is damaged or refused by a patient is recorded in the Daily Narcotic Record Sheet as “refused dose” and the entry counter-signed by a second nurse or healthcare practitioner. Physical wastage is witnessed by the same person counter-signing the narcotic sheet.