

Drug Storage Guide

MEDICATION CART CHECK		F-TAG	YES	NO
MAR/EMR covered when unattended	F583			
"Do not crush list" is available	F658			
Drug reference is available and current	F658			
Medication cart is locked when unattended	F761			
No utilization of free "sample medications"	F761			
Medications are not pre-poured	F761			
Sharps container is not over 3/4 full	F880			
Med cups, etc. stored open side down	F880			
Spoons stored with bowl side down	F880			
All food products that are opened are dated	F880			
Pill crusher is not dirty	F880			
Supplements are refrigerated or dated as per manufacturer instructions	F880			
No loose pills in drawers or sticky drawers	F880			
Staff member's personal items are not stored in cart	F880			
INTERMINGLING OF MEDICATIONS				
Internal and external medications are separated	F761			
CONTROLLED SUBSTANCES (CS)				
Nursing symbols are not used to document amounts	F658			
Addition and subtraction is accurate in all descending counts	F658			
Continuation page is referenced correctly	F658			
Two signatures are noted for transferring, wasted, dropped, or refused controlled substances and explanation of the event	F658			
PRN narcotics are not charted excessively by one nurse	F658			
Medication nurse/med staff on tour of duty maintains physical possession of the keys to their medication cart	F761			
Controlled substances are stored behind double locks	F761			
A count is performed each time the keys exchange hands	F761			
Signatures are present for each shift	F761			
Controlled substances are reconciled upon delivery	F761			
Evidence of alterations noted in documentation	F761			
Narc disposal per state and facility policy? (including patches)	F761			
Narcotic inventory record is signed by the person removing & administering the medication	F761			
Controlled substances are properly labeled	F761			
Evidence of tampering or diversion does not exist at the time of inspection	F761			
Blister package integrity is not altered (slits, tears, tape)	F761			
Expired controlled substances are not present	F761			

General Med Storage Guidelines

DOCUMENTS	YES	NO				
Delivery sheets are maintained in file folder in chronological order						
Multi-dose vials to be used for more than one resident are kept in a centralized medication area and do not enter the immediate resident treatment area (e.g., resident room). If multi-dose vials enter the immediate resident treatment area they should be dedicated for single resident use only						
Multi-dose vials which have been opened or accessed (e.g., needle-punctured) should be dated and discarded within 28 days unless the manufacturer specifies a different (shorter or longer) date for that opened vial						
Medications are destroyed in accordance with facility policy, state and federal regulations						
METHOD USED TO ORDER OR REORDER MEDICATIONS	YES	NO				
Fax						
Omniview						
eMAR System						
<i>Pharmacy hours of operation, cut off times and emergency numbers are posted in the facility.</i>						
STORAGE ROOM (F761)	YES	NO				
Door locked						
Expired OTC stock meds are not present						
Humidity being monitored						
Omnicell present						
REFRIGERATOR (F761)	YES	NO				
Dorm size refrigerator is not used for vaccine storage						
Freezer frost free						
Injectable dated when opened						
No intermingling of medications						
No food present						
Temperature log documented on all dates						
Temperature 36° – 46° F in range with facility policy						
If vaccines are present, refrigerator log reflects twice daily entries						
Expired refrigerated meds are not present						
E-KITS LOCKED (F755/F761)						
Unit						
E-KIT LOCKED:	YES	NO	EXP DATE	YES	NO	EXP DATE
Controlled Substance						
IV Solutions						
IV Supplies						
Refrigerator						
Contingency						
QA/MEDICATION STORAGE COMMENTS						