**Disposal of Medications**

POLICY:

It is the policy of The Home to ensure that all resident medications are disposed of in such a way as is cost-saving and efficient for the resident, and within facility and pharmacy regulations.

PROCEDURE:

1. Disposal of medications is necessary when the following occurs:
   1. Medication expires/is outdated.
   2. Medication is discontinued by a health care practitioner.
   3. Medication is left behind when resident moves out or dies.
   4. Medication is contaminated (i.e., dropped on floor prior to resident taking it).
      1. Dropped or refused medications that are not controlled substances may be destroyed, as below, with only one staff.
2. When possible, all unused (but still prescribed) medications will be given to the resident/responsible party.
3. If a resident leaves The Home:
   1. Moves to another facility, medications will be sent to that facility with the resident and all relevant information will be documented in the resident file on the medication disposal sheet.
   2. Goes home with family, medications will be offered to family.
      1. If taken will be documented in resident record and signed for by family member and staff member on a medication disposal sheet;
      2. If declined, will be returned to the pharmacy or destroyed if unable to be returned.
4. If the resident and/or responsible party is unavailable, all unexpired medications that are in sealed packages (i.e. “salad packs” or “bubble packs”) will be sent to the pharmacy.
5. All discontinued or expired medications will be forwarded to the pharmacy for destruction. The pharmacy is unable to accept controlled substances for destruction.
   1. All unused controlled substances remaining in the home will be destroyed. At least one medication staff person or licensed nurse, together with another staff member, will destroy the controlled substances via current best practice, and document this destruction on the appropriate form.
      1. CONTROLLED MEDICATION DESTRUCTION
         1. Option One:
            1. With two staff people (at least one medication staff), remove medications from original pharmacy-prepared containers and place in a sealable Ziploc bag.
            2. Add warm water so that any pills can dissolve.
            3. Pour used coffee grounds into bag and mix thoroughly.
            4. Seal bag and toss in trash can.
         2. Option Two:
            1. With two staff people (at least one medication staff), remove medications from original pharmacy-prepared containers and place in “Drug Buster” bottle.
            2. Shake bottle to ensure drugs are covered with liquid.
            3. Toss sealed bottle in trash when full.

Double-sign on narcotics book, on each page of destroyed medication, those medications were destroyed. Include:

Date the medication was discontinued

Date of destruction

Method of destruction (“coffee grounds and trash”)

Signatures and titles of both staff persons

6. All expired, outdated, or discontinued medications shall be removed from The Home premises within 30 days of discontinuation of use.

Resident/representative signature Date

AFH representative signature Date