



POLICY AND PROCEDURE ON DESTRUCTION OF MEDICATIONS

I. POLICY

Safe and accurate medication destruction is important to the health and safety of each person served

II. PROCEDURE

- A. The Direct Care Staff will destroy all medications needing destruction and will not flush the medications into the sewer system (toilet or garbage disposal)
 1. The Direct Care Staff will render the medication unusable by the following steps:
 - a. Remove the prescription drugs out of their original container
 - b. Mix the drugs with an undesirable substance, such as used coffee grounds or cat litter.
 - c. Put the mixture into a disposable container with a lid, such as an empty margarine tub or into a sealable bag
 - d. Conceal or remove any personal information, including RX number, on the empty container.
 - e. The sealed container with drug mixture and empty drug containers can now be placed in the trash.
 2. Documentation of the following information will be included on the *Medication Destruction Record*:
 - a. Date
 - b. Name of the medication
 - c. Prescription/VIN number
 - d. Amount destroyed
 - e. Reason for destruction
 - f. Signature of Direct Care Staff who destroyed the medications