

## How LTC Facility Should Prepare Medications for Destruction

- I. ALL medications should be logged on destruction forms before consultant arrival for destruction. Do not use drug reorder forms or drug return forms.

- A. **Separate Controlled Substances from Dangerous Drugs on the logs. In other words, do NOT log Controlled substances on the same sheets as non-controlled substances.**

1. Fill out the top of each destruction form completely with your facility information AND note whether the form lists Controlled Substances or Dangerous Drugs at the top. There is usually a place to make a checkmark indicating controlled substances or dangerous drugs at the top.
2. Definition: Dangerous Drugs are prescription drugs that are not controlled substances (e.g. Synthroid).
3. Definition: Controlled substances are often referred to as "narcotics" or "narcs". These often have a red "C" on the Rx label. These substances are DEA controlled items (e.g. Vicodin or Morphine).

- B. **The following must be recorded for each item logged for destruction (controlled AND non-controlled)**

1. RX number (e.g. R111111)
2. Date medication was dispensed (e.g. 10/31/1992)
3. Name of medication (e.g. Hydrocodone/APAP)
4. Strength of medication (e.g. 5/500 mg)
5. Name of pharmacy that dispensed medication (e.g. Omnicare)
6. Quantity of prescription remaining ( e.g. number of pills, liquid, patches etc remaining)
7. NOTE: Some pharmacies have stickers that can be peeled off for reordering that can also be used for the destruction logs. However, they must contain the above information, or have the information added to the log sheet with the sticker.
8. Keep the log sheet with the items to which it refers in an organized fashion.
9. Store the non-controlled drugs separately from the controlled substances. NOTE: These are still medications, so the non-controlled drugs must be locked away from non-authorized staff and residents.

### II. **Controlled Substances**

- A. **Physically Separate Controlled Substances from Dangerous Drugs**

1. Controlled Substances need to be stored in a double locked permanently affixed compartment until they are destroyed.
2. Keep an accurate count sheet for each controlled substance with each individual item. Using a rubber band to hold it to the blister pack or the bottle works well.
3. Keep the controlled substances and their count sheets together with destruction sheet on which they are logged.
4. For example, if a certain log sheet has 25 different controlled substances on it, those 25 meds will be stored together with that particular log sheet (& the count sheets) in an organized fashion.

### III. **Pick up and removal**

- A. The LTC facility should arrange for waste removal containers to be provided from their contracted waste removal company. NOTE: this is NOT the pharmacist.
- B. The waste removal containers must physically be at the facility BEFORE the pharmacist arrives for drug destruction. The facility must ensure there is an adequate number of containers available.
- C. For example, some facilities have contracts for drug destruction with Steri-Cycle or Sharps. The facility will contact their company of choice and ask for an adequate number of drug destruction containers to be delivered. Drug destruction containers are often different from the biohazard containers.
- D. NOTE: These are still medications, so they must be locked away from non-authorized staff and residents until they are removed from the facility. If there are controlled substances in the boxes, they should be stored in a double locked fashion.
- E. After the meds are prepared for destruction, the facility will contact the waste removal company again for removal of the boxes and follow state regulations for properly maintaining drug destruction records.



## PRESCRIPTION DRUG INVENTORY

FACILITY: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ COUNTY: \_\_\_\_\_

USE SEPARATE SHEET FOR EACH  
CATEGORY (CHECK ONLY ONE)  
☐ Dangerous Drugs ☐ Controlled Substances

Consultant Pharmacist: \_\_\_\_\_  
Signature \_\_\_\_\_ License# \_\_\_\_\_

Witnesses \_\_\_\_\_

Administrator: \_\_\_\_\_  
Signature \_\_\_\_\_ License# \_\_\_\_\_

Date of Destruction: \_\_\_\_\_ Director of Nursing: \_\_\_\_\_  
Signature: \_\_\_\_\_ License# \_\_\_\_\_

Method of Destruction: \_\_\_\_\_ Other: \_\_\_\_\_  
Signature: \_\_\_\_\_ License# \_\_\_\_\_

Re-order Sticker	Qty		Qty
Date Dispensed      RX # Name of Pharmacy Drug Name and Strength		Date Dispensed      RX # Name of Pharmacy Drug Name and Strength	
Date Dispensed      RX # Name of Pharmacy Drug Name and Strength		Date Dispensed      RX # Name of Pharmacy Drug Name and Strength	
Date Dispensed      RX # Name of Pharmacy Drug Name and Strength		Date Dispensed      RX # Name of Pharmacy Drug Name and Strength	
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