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**DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE**

**POLICY AND PROCEDURE MANUAL**

Nursing Division - Administration

**SUBJECT: Medication Stock**

**REFERENCE:** Joint Commission Standard MM 2.20;MM 2.30; Nurse Practice Act Guam Public Law 16-123

**Number:** \_\_\_\_\_

**Effective Date:** \_\_\_\_\_

**History:** New

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**APPROVED:**

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**Title:** Director, DMHSA

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**POLICY:**

It is the policy of Department of Mental Health and Substance Abuse (DMHSA) to ensure the safe and accurate administration of medications throughout DMHSA. Nursing is responsible for the inventory of medications. When medication reaches below 10 each (i.e., tablets, capsules, injectables, etc.) then a request is sent to the pharmacy with the number of medication(s) needed to re-stock.

**PROCEDURE:**

- Floor Stock:
  - Medications are maintained in specific areas of DMHSA, such as AIU-1, AIU-2, CIU, and Medication Clinic. Licensed nurses or physicians administer these medications.
    - Only those medications approved by the medical staff for inclusion in the floor stock supply will be dispensed and stored as floor stock.
    - Medications contained in floor stock are stored in a secured cabinet and in a locked cabinet if they are a controlled substance. Security of the floor stock is the responsibility of the licensed nurse overseeing the unit in which the floor stock is stored.
    - Medications contained in floor stock are stored under the conditions listed by the medication manufacturer to ensure stability.
    - As with all other medications, all floor stock used to prepare medications are accurately labeled with contents, expiration dates and appropriate warnings.
    - Controlled drugs for floor stock are requisitioned according to the policy of the DMHSA regarding controlled drugs.
    - A copy of the Controlled Substance Disposition Record (CSDR) is forwarded to the Pharmacy Department for accounting purposes.

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- Inspection:
  - All floor stock supplies within the DMHSA will be inspected and replaced every Thursday by the licensed nurse on the evening shift in preparation for the weekend.
  - Narcotics are counted by incoming and outgoing nurse on each shift