
DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

POLICY AND PROCEDURE MANUAL

Nursing Division: Administration

**SUBJECT: Proper and Safe Storage of
Controlled Substances**

REFERENCE: Joint Commission Standard MM.2.23
Guam Public Law No. 24-149

Number: 40.01.110

Effective Date: 9/9/9
History: REV: CS-29-1-1987

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APPROVED:



Title: Director, DMHSA

PURPOSE:

To ensure proper management of controlled substances for none to be stored inappropriately or lost.

POLICY:

It is the policy of the Department of Mental Health and Substance Abuse that all controlled substances shall be properly and safely managed and stored. The Nursing Supervisor/Nursing Administrator shall be accountable for preventing the loss of controlled substances.

PROCEDURE:

Assigned licensed nurse shall account for the controlled substances at the beginning and at the end of every shift. The amount of each controlled substance on hand will be listed on the Controlled Substance Disposition Record (CSDR).

- One (1) licensed nurse from the out-going shift and one (1) licensed nurse from the in-coming shift must count and sign the CSDR in front of the locked narcotics cabinet. The out-going nurse writes and observes counting; the in-coming nurse performs the count each shift.
- If the count is wrong, the out-going licensed nursing staff member must stay until the discrepancy is found and corrected.
- The narcotics cabinet and CSDR shall be reviewed to compare and contrast the contents in and what is documented in the CSDR.
- The Charge Nurse or a licensed member of the nursing staff can only carry medication keys.
- Medication keys shall remain on DMHSA property. Should the key be inadvertently taken off DMHSA property, assigned personnel must return keys immediately to the Department and an Incident Report shall be filed.

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- Only the Charge Nurse or other assigned licensed nurse shall carry medication keys.
- The incoming nurse shall sign his/her name in the sign-in space on the bottom of the form.
- The out-going nurse shall sign his/her name in the sign-out space on the bottom of the form.
- The CSDR shall be submitted to the Nursing Administrator at the end of each month.
- Retention of CSDR forms shall be permanently stored and never discarded.
- All discrepancies shall be reported immediately to the Nursing Supervisor or Nursing Administrator.
- Corrective steps of action for discrepancies shall include:
 - Recount narcotics inventory in cabinet
 - Review consumer records specifically Medication Administration Record (MAR)
 - Review CSDR for discrepancies
 - Document each action step for accountability
- Incident Report:
 - The Charge Nurse or his/her designee prior to leaving the unit/program shall complete the Departmental Incident Report Form.
 - Copies of the Incident Report Form shall be forwarded to:
 - Pharmacy and the Nursing Administrator

ATTACHMENTS:

Controlled Substance Disposition Record (CSDR)
Incident Report Form