

MANUAL OF ADMINISTRATION

Topic: Medication	Subject: Medication Count Sheet for Controlled Drugs or Narcotics	Code: MD032
		Date of Issue: March 2012
		Revised: October 2016
		Page 1 of 1

PURPOSE: To outline Support Workers' responsibilities to account for Controlled Drugs or Narcotic medications at the beginning of each shift.

NOTE: All controlled drugs or narcotics must be in blister paks. There shall not be more than a 30 dose (one blister pak) supply on hand.

PROCEDURE:

1. The Support Worker will complete a medication count sheet at the beginning of their shift for specified medications. It will document the date, shift time, number of pills in blister pak and the initials of the support worker completing.
2. The Support Worker are responsible to sign the back of the Medication Count Sheet to print their name, give their signature and initials.
3. Should there be a discrepancy from the previous count and the blister pak, the Support Worker will contact the Manager or On-Call Supervisor and complete an Incident Report.