



SANTA BARBARA COUNTY  
DEPARTMENT OF  
**Behavioral Wellness**  
A System of Care and Recovery

# Programmatic Policy and Procedure

<b>Section</b>	Psychiatric Health Facility (PHF)	<b>Effective:</b>	8/24/2016
<b>Sub-section</b>	Medications	<b>Version:</b>	1.2
<b>Policy</b>	Access to Medication Storage Areas	<b>Last Revised:</b>	DRAFT
<b>Director's Approval</b>	_____	<b>Date</b>	_____
	Alice Gleghorn, PhD		
<b>PHF Medical Director's Approval</b>	_____	<b>Date</b>	_____
	Ole Behrendtsen, MD		
<b>Supersedes:</b>	Access to Medication Storage Areas rev. 12/13/2016; Narcotic Count/Keys rev. 1/30/2012	<b>Audit Date:</b>	DRAFT
<b>Approvals:</b>	PHF Medical Practice Committee:		

## 1. PURPOSE/SCOPE

1.1. To comply with all state and federal laws and regulations regarding the proper access to and security of medication storage areas at the Santa Barbara County Psychiatric Health Facility (hereafter the "PHF").

## 2. DEFINITIONS

The following terms are limited to the purposes of this policy:

2.1. **Licensed nursing staff (LNS)** – an individual employed or contracted by the PHF who holds a valid California license as a: registered nurse (RN); licensed vocational nurse (LVN); or licensed psychiatric technician (LPT).

## 3. POLICY

3.1. Medications are to be stored and secured in accordance with all applicable laws, regulations and PHF policies.

3.2. Access to the medication room is restricted to the following job classifications:

1. Licensed Psychiatric Technicians (LPT)
2. Licensed Vocational Nurses (LVN)
3. Registered Nurses (RN)
4. Pharmacists
5. Pharmacy Interns

6. Pharmacy Technicians
  7. Physicians / Residents
  8. Nurse Practitioners
  9. Physician's Assistants
- 3.3. Non-licensed staff, janitorial and housekeeping facilities staff, and administrators may not access or enter the medication room unless an authorized staff listed under Section 3.2 of this policy is present.
1. Keys to the medication room may be held by LNS, pharmacists, and the PHF Nursing Supervisor only.
- 3.4. The door to the medication room, medication cabinets and the Pyxis MedStation must be closed and locked when not physically occupied or in use.
- 3.5. During a shift change, keys to the medication room are handed off from the LNS keyholder previously on duty to a new LNS keyholder for the oncoming shift. This handoff must be documented on the *PHF Medication Keys Shift Change Tracking Sheet* (see Attachment A) and must include the following:
1. The date and time of the shift change;
  2. The signature of the LNS keyholder previously on duty; and
  3. The signature of the new LNS keyholder for the oncoming shift.
- 3.6. If keys to the medication storage areas are lost, or the locking mechanism is damaged and does not lock properly, the PHF Team Lead will report this to the PHF Nursing Supervisor or the on-call administrator immediately. The PHF Team Lead will take any security precautions necessary to mitigate unauthorized access to the medication room during this time, including but not limited to relocating medications to another secure area of the facility or assigning staff to monitor the medication room entrance until the keys are located or the door lock is repaired.

## **ATTACHMENTS**

Attachment A – PHF Medication Keys Shift Change Tracking Sheet

## **RELATED POLICIES**

Medication Labeling and Storage

**REFERENCE**

Code of Federal Regulations  
Title 42, Section 482.25(b)(2)(iii)

California Code of Regulations  
Title 22, Section 77079.3(i)

**REVISION RECORD**

DATE	VERSION	REVISION DESCRIPTION
DRAFT	1.2	<ul style="list-style-type: none"> <li>Updated job classifications that may access the medication room.</li> <li>Pharmacists may hold keys to the medication room.</li> <li>Pyxis MedStation must be kept closed and locked when not in use.</li> <li>Lost keys or damaged locking mechanism must be reported to PHF leadership immediately.</li> <li>Introduced PHF Medication Keys Shift Change Tracking Sheet.</li> </ul>
12/13/16	1.1	<ul style="list-style-type: none"> <li>Non-licensed staff, janitorial and housekeeping staff and administrators must be accompanied by LNS when in the medication room.</li> <li>Removed list of authorized staff as a requirement.</li> </ul>

***Culturally and Linguistically Competent Policies***

*The Department of Behavioral Wellness is committed to the tenets of cultural competency and understands that culturally and linguistically appropriate services are respectful of and responsive to the health beliefs, practices and needs of diverse individuals. All policies and procedures are intended to reflect the integration of diversity and cultural literacy throughout the Department. To the fullest extent possible, information, services and treatments will be provided (in verbal and/or written form) in the individual's preferred language or mode of communication (i.e. assistive devices for blind/deaf).*



# PHF Medication Keys Shift Change Tracking Sheet

**Year** \_\_\_\_\_ **Month of** \_\_\_\_\_

Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____	Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____	Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____
Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____	Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____	Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____
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Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____	Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____	Date ___/___/___ 7 am _____ & _____ 7 pm _____ & _____

**Instructions:** At the change of shift, the oncoming med nurse will receive keys.  
Both signatures indicate that keys have been passed on successfully.