**Policy**

Controlled substances will be destroyed using a method of destruction that renders them to a non-retrievable state.

# **Procedure**

1. Upon discontinuation or expiration of a patient’s-controlled substance medication, the Director of Nursing or a licensed pharmacist and licensed nurse must document the removal of the patient’s-controlled substances from the medication cart or storage area and record the transfer of the drugs on a “proof-of-use” (count down) sheet. Include date of the transfer to a secure storage area for disposal.
   1. Controlled substances shall be destroyed no later than ten days from the date the patient’s-controlled substance medication is removed from the medication cart or storage area.
2. Controlled substances transferred to a collection receptacle or mail-back envelope must be completed by the Director of Nursing and witnessed by a licensed nurse.
   1. The date of destruction, patient name, drug name, drug strength, drug quantity, the method of destruction and the identification of both nurses performing the destruction will be documented on the Controlled Substance Disposal Record.
      1. The record of destruction will be retained for a period of three years.
3. The unused or contaminated portion of a controlled substance resulting from administration to a patient from stock or emergency supply may be destroyed using an on-site method by any a licensed nurse. The on-site method does not have to meet the definition of non-retrievable but must render the drug unavailable and unusable. A record of such destruction shall be maintained for a minimum of three years from the date of destruction.