



State of New Jersey

DEPARTMENT OF HUMAN SERVICES
DIVISION OF MENTAL HEALTH SERVICES

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DIVISION OF MENTAL HEALTH SERVICES

ADMINISTRATIVE BULLETIN TRANSMITTAL MEMORANDUM

DATE ISSUED: October 20, 1982

DATE REVISED: June 6, 2005

**SUBJECT: Administrative Bulletin 3:01
Guidelines for Handling Medication in Patients' Possession on
Admission to Hospitals**

The attached revised Administrative Bulletin is being forwarded for your review, action if necessary, distribution to staff as appropriate, and retention in your Administrative Bulletin manual. Please be advised that each recipient of this bulletin is responsible for being familiar with the content and ensuring that all affected personnel adhere to it. Also attached is a revised Administrative Bulletin Index for your Manual.

A handwritten signature in black ink, appearing to read "Alan G. Kaufman".

Alan G. Kaufman
Director

AGK:pjt
Attachment

DIVISION OF MENTAL HEALTH SERVICES

ADMINISTRATIVE BULLETIN 3:01

Original Date: October 20, 1982

Revised Date: June 6, 2005

SUBJECT: Guidelines for Handling Medication in Patients' Possession on Admission to Hospitals

I. Policy

In order to ensure patient safety, appropriate control must be maintained on medication that patients receive while in the state psychiatric hospitals. This policy will require that patients only receive medication dispensed by the hospitals' contracted pharmacies and that any medication arriving with the patients on admission be either destroyed or given to their families.

II. Procedures

- A. All medication and over-the-counter drugs in a patient's possession on admission shall be secured by hospital staff.
- B. If a patient is accompanied on admission by a family member, he/she shall be offered the opportunity to take possession of the patient's medication. However, if no family member is available, or if it is otherwise determined that the family member should not take possession of the medication, the patient shall be told that the medication will be destroyed.
- C. Hospitals shall utilize approved procedures to ensure the proper destruction of a patient's medication.
- D. Any unauthorized medication found in a patient's possession after admission shall be considered to be contraband and shall be confiscated and destroyed.

June 6, 2005
Date

Alan G. Kaufman
Alan G. Kaufman, Director
Division of Mental Health Services

AGK:dj

DIVISION OF MENTAL HEALTH AND HOSPITALS

ADMINISTRATIVE BULLETIN 3:01

DATE: October 20, 1982

SUBJECT: Guidelines for Handling of Medications in Patients' or Residents' Possession on Admission to Hospitals
Applicability: H

I. Policy

Proper use of drugs is essential to the patient's welfare and it is important to ensure that appropriate controls are maintained from the time of the patient's admission. If the patient has any drugs in his/her possession on arrival, they shall be handled as described below. Continued self medication with personal drugs in conjunction with those prescribed after admission could result in serious side effects.

To ensure proper handling, the following shall be adhered to: If patients bring their own drugs into the hospital, these shall not be administered unless they can be identified and until the physician's order is written to administer these specific drugs. Self-administration of medication by patients shall be permitted only when specifically ordered by the physician.

Hospitals shall implement this policy and periodically check to see that both policy and procedures are adhered to.

IMPORTANT NOTE: Drug dispensing and administration are strictly controlled by State and Federal laws, and proper handling and surveillance are essential. The main factors to be kept in mind are constant drug control, assessment of quality, and proper disposition of unused medications.

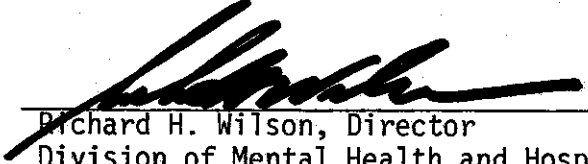
II. Procedures

Drugs brought into the hospital by newly admitted patients should be considered personal property and should be held with due precautions until the patient is discharged, if possible. To minimize problems of storage and/or disposal, the following procedures shall be instituted in accordance with the 1982 Department of Human Services Pharmacy Policy and Procedures Manual:

1. If a family member accompanies a new patient, efforts shall be made to have the relative take the medication home.
2. Medication brought into a facility by or for a patient or resident shall be sent to the facility pharmacy. The same procedure applies when a patient returns from a brief visit or in other situations (grounds pass) where the patient may require medications and return to the Hospital. If the medication can be identified by a

pharmacist in that facility, is in good condition, is not available from the facility's pharmacy, and the attending physician wants that medication administered, an order must be written on the Physicians Order Form. The facility pharmacy shall then dispense the medication properly labeled, as if it came from the facility pharmacy inventory.

If the incoming medication does not meet all of the above criteria, it shall be stored in the facility pharmacy for return to the patient/resident upon discharge from the facility. Incoming medication found to be deteriorated, mislabeled, expired or unidentifiable shall be destroyed immediately. Storage and final disposition of such incoming medication shall be documented on the patient's profile card in the pharmacy and also in the patient's chart.



Richard H. Wilson, Director
Division of Mental Health and Hospitals

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