



Administration Of Controlled Drugs (Kynnersley Home) Procedure

Procedure Number
WCDHB-PN-0036

Version Nos:
3

1. Purpose

This Procedure is performed as a means of ensuring that Controlled Drugs are administered and managed in accordance with the legislative requirements of the Medicines Act, Medicines Regulations, Misuse of Drugs Act by nursing staff working in Kynnersley Home, Buller Hospital.

2. Application

This Procedure is to be followed by all nursing staff working in Kynnersley Home, Buller Hospital

3. Definitions

For the purposes of this Procedure:

Controlled Drug is taken to mean a medication that is defined as a controlled drug within the Misuse of Drugs Act 1975.

4. Staff Authorised To Perform Procedure

This Procedure shall be performed by a:

- i) Registered nurse; and
- ii) Enrolled nurse/nurse assistant under scope of practice.

5. Resources Required

This Procedure requires:

- i) Controlled Drugs register;
- ii) Medicine Trolley.

6. Process

- 1.00 As there is no Registered Nurse after 15.00 hours each day, the After Hours Co-ordinator comes over at 1800hrs daily.
- 1.01 An entry in the Controlled Drug Register is to be completed as per the requirements of the *WCDHB Administration and Management Of Controlled Drugs Procedure*.
- 1.02 The pottle is then to be locked in the medicine trolley.
- 1.03 At the time when the controlled drug is to be administered, the same Enrolled Nurse who checked the controlled drug (as per Section 1.01) is to administer the controlled drug as per the requirements of the *WCDHB Medication Policy*.
- 1.04 The Enrolled Nurse is to then to record the administration of the controlled drug on the patient's medication chart as per the requirements of the *WCDHB Clinical Documentation Procedure*.



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7. Precautions and Considerations

- The morning duty Registered Nurse and the afternoon duty Enrolled Nurse are to jointly check the controlled drug and place it into a labelled pottle.
- The prepared pottle is to be locked in the medicine trolley.
- Administration of Controlled Drug must be recorded in the Controlled Drug register.

8. References

Medicines Act (1981)
Medicines Regulations (1984)
Misuse of Drugs Act (1977)

9. Related Documents

WCDHB Administration and Management Of Controlled Drugs Procedure.
WCDHB Medication Policy
WCDHB Clinical Documentation Procedure

Revision History	Version:	3
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	Authorised By:	Director of Nursing & Midwifery
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