

## ADMINISTRATIVE POLICY

- 1 Unused medications will be removed from OPTIONS' sites on a monthly basis using the following procedure:
  - 1.1 The site's coordinator, supervisor or manager will store unused medications at the site in a disposal box or container designed for unused medications that is separated from other routine medications.
  - 1.2 The site's manager or designee will coordinate with the nurse to identify the unused medications and the quantity. At sites where a nurse is not assigned, the site manager or designee will fulfill this duty.
  - 1.3 The site's supervisor or manager will complete the necessary documentation required by the particular licensing agency governing that site.
  - 1.4 On a monthly basis, the medications to be destroyed will be taken to the appropriate medication disposal site, such as the pharmacy, Sheriff's department or Sheriff's substation. Documentation will be maintained at each site as to who transported the medications to be destroyed. A receipt from the disposal site documenting the destruction of the pharmaceuticals, when available, will be maintained at each site.

POLICY DATE: December 2009

Revised: January 2011, May 2012, April 2014

Reviewed: September 2015

Revised: September 2016

Reviewed: October 2017

Reviewed: October 2018