

	<b>Quality Management Systems Procedure</b>	
	<b>Title: Use of Narcotics and Psychotropic drugs</b>	
	<b>Document Number- 07/QA/TVVP/2017</b>	
	<b>Issue Number- 01</b>	
	<b>Effective Date- 01. Dec.2017</b>	
<b>Review and Approved by: Smt. Karuna Vakati, IAS (Signed)</b>		

**Purpose:**

To provide guidelines governing the adequate control of distribution, indenting / prescription, dispensing, storage and disposal of Narcotic and Psychotropic substances in all TVVP Hospitals, in accordance with National policy on Narcotic and Psychotropic substances Act, 2012.

To define the responsibilities of hospital personnel with regard to prescription, dispensing, administering, storage and record-keeping of Narcotic and Psychotropic drugs.

**Scope:**

All health professionals in patient care areas.

**Definitions:**

**Narcotic Drugs:** Are addictive drugs that reduce the user's perception of pain and induce euphoria (A feeling of exaggerated and unrealistic well-being). They are substances that lead to increasing tolerance and physiological dependence.

**Controlled Drugs:** Any drug or therapeutic agent with a potential for abuse or addiction, which is held under strict control.

**Psychotropic Drugs:** Any drug capable of affecting the mind, emotions, and behaviour.

**Responsibilities:**

1. **Pharmacy department:** Is responsible for receiving, storing and dispensing narcotic drugs to user departments like OTs / Casualty etc and maintain proper documentation of drug count and accountability.
2. **In-charge Pharmacist:** Is responsible for supplying narcotics as a floor stock to user departments like OT / Casualty / ICU etc, checking the indent order and making sure that all information is complete, consumed amount in the ampoule is indicated, and the remaining balance is properly discarded, documented, signed and stamped. Inspecting the OT / ICU etc stock periodically (weekly & monthly). Monthly checking the expiry date of the narcotics in the pharmacy. Preparing a monthly statistics of the consumed drugs.

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3. **Head Nurse (or) In-charge Nurse of OT / ICU / Casualty:** Is responsible for keeping and storing the narcotic stock in double lock cabinet, one key with her and other key with in-charge CAS. Regularly audit / checking the stock in every shift, expiry date and documentation of drug count and accountability.

**Description of the Process:**

Narcotic and controlled drugs must be prescribed for legitimate medical indications and may only be written or countersigned by a specialist.

The in-charge Pharmacist along with head nurses will conduct periodic audits regarding safe storage and appropriate record keeping of narcotics and controlled drugs.

Telephonic order for narcotics and controlled drugs is not acceptable.

Injectable narcotics and controlled drugs are not to be dispensed through the out-patient dispensary, nor are they given to ambulatory patients for use outside the hospital.

Clinicians cannot prescribe controlled drugs for self or family use.

Only the pharmacy department will receive, store (behind a steel door with double lock), and dispense narcotic & controlled drugs to patients, and maintain proper documentation of drug count and accountability (including that of empty containers of narcotics).

No one is allowed inside the Narcotic and Controlled Drugs room (hospital staff, patients, visitors etc.) except for the pharmacy staff, OT technicians, and nursing staff assigned to replace and receive these medications.

Personal belongings, such as purse or billfold, should never be kept in cabinet used for controlled substances.

**Discarding unused injectable narcotic & controlled drugs:**

One nurse and one clinician must witness the discarding of the unused portion of the diluted drug, or that remaining in the ampoule / syringe into the sink.

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The nurse should not carry the excess narcotic on a tray or in a pocket or place it in an unsecured drug shelf for later disposal because this increases the risk of diversion or errors in documentation.

A nurse and a clinician must sign the narcotic indent when discarding any unused drug from an ampoule or from a continuous infusion, and return the empty ampoule with the indent to the pharmacy stores for replenishment.

The narcotic indent form should be properly filled, signed and stamped by the clinician.

**Disposal methods:**

**Flushing: (All forms of drugs)** should be done in a clean area in a sink or flushing unit designated specifically for this purpose. In a flushing unit, the nurse should verify that all solid narcotics (pills, tablets, capsules) have flushed. If disposed of under running water, the water should run for at least 30 seconds after the drugs go down the drain to ensure that they have washed through the tap.

**Placing in sharp container (Injectables only):** Wasted injectable narcotics are often disposed of in sharps containers.