

# POLICY MANUAL

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**Subject:** Destruction of Medications

**Effective Date:** 2/1/12

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**Initiated By:** Nita Chester  
Director of Nursing

**Approved By:** Chapman Sledge  
Medical Director

**Review Dates:** 04/12 NC, 03/13 NC

**Revision Dates:** 11/13 NC, 01/14 NC

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**POLICY:** To ensure that unidentifiable, expired, discontinued or mood altering medications are destroyed safely and properly.

**PROCEDURE:**

1. Medications that are brought to Cumberland Heights Medical Department and found to be expired will not be administered under any circumstances. The licensed nurse will explain to the patient that the medication is expired and the medication will be destroyed. The patient will give written consent to destroy expired medication. Two licensed nurses will count the medication, destroy and sign destruction sheet.
2. Medications that are found to be expired that belong to Cumberland Height's stock medication will be counted, destroyed and a destruction sheet will be signed by two licensed nurses. The nurses will then inform the pharmacy of new orders for replacement of medications.
3. Medications that are discontinued will be removed from medication cart. These medications will be kept secure in Medication Room until patient is discharged. At discharge medications will be destroyed. This will be documented by two license staff. All destruction forms will remain on file for two years. If medication is re-ordered it will be restocked in medication cart.
4. Any medication with an active order that is left behind by a patient after discharge will be mailed using certified USPS mail. If mail is undeliverable the medication will be counted and destroyed and then a destruction sheet will be signed by the two licensed nurses.
5. The Medical Director and the Director of Nursing will be informed of any medication that is to be destroyed.