

## TITLE

**MANAGEMENT OF PATIENT'S OWN MEDICATIONS**SCOPE

Provincial

## DOCUMENT #

PS-98

## APPROVAL AUTHORITY

Clinical Operations Executive Committee

## INITIAL EFFECTIVE DATE

October 1, 2018

## SPONSOR

Provincial Medication Management Committee

## REVISION EFFECTIVE DATE

Not applicable

## PARENT DOCUMENT TITLE, TYPE AND NUMBER

Not applicable

## SCHEDULED REVIEW DATE

October 1, 2021

**NOTE:** The first appearance of terms in bold in the body of this document (except titles) are defined terms – please refer to the Definitions section.

If you have any questions or comments regarding the information in this document, please contact the Policy & Forms Department at [policy@ahs.ca](mailto:policy@ahs.ca). The Policy & Forms website is the official source of current approved policies, procedures, directives, standards, protocols and guidelines.

**OBJECTIVES**

- To establish a safe and consistent approach for managing **patient's own medications** in **Alberta Health Services (AHS) settings**.

**PRINCIPLES**

- Medications supplied by AHS should be used whenever possible. The use of patient's own medications should be limited.
- AHS is committed to optimizing safe **patient** care in AHS settings by:
  - ensuring that patient's own medications are only administered to patients when it is safe and necessary to do so;
  - ensuring that patient's own medications are safely and appropriately stored, documented, and transported, and returned to the correct patient or disposed of per Zone/program/site processes; and
  - involving patients as partners in their care.
- An order from an **authorized prescriber** is required for the use of patient's own medications in an AHS setting (refer to the *AHS Medication Orders* Policy and procedures).

**APPLICABILITY**

Compliance with this document is required by all Alberta Health Services employees, members of the medical and midwifery staffs, Students, Volunteers, and other persons acting on behalf of Alberta Health Services (including contracted service providers as necessary).

## ELEMENTS

### 1. When This Policy Does Not Apply

- 1.1 This policy does not apply to patient's own medications in the following settings:
- a) Home Care (including Home Care ambulatory clinics);
  - b) Supportive Living;
  - c) Respite Care;
  - d) Restorative Care; and
  - e) Corrections.
- 1.2 This policy does not apply to any self-administration of medications by the patient, including self-administration of patient's own medications and self-administration of medications provided by the site's designated pharmacy.
- 1.3 This policy does not apply to the management of cannabis for medical purposes.
- 1.4 This policy does not apply to substances and medications that are not legal for sale or use in Canada.
- a) If an illegal substance is discovered during the patient's own medications verification process, the site's policy/procedure/process for management of illegal substances shall be followed.

### 2. When This Policy Applies

- 2.1 This policy shall apply to patient's own medications that are not provided by the site's designated pharmacy, if there is one, and included within at least one of the following categories:
- a) prescription medications (including narcotic and controlled substances);
  - b) **over-the-counter (OTC) medications;**
  - c) Special Access medications authorized by Health Canada;
  - d) clinical trial medications (including investigational medications);
  - e) compounded preparations;
  - f) medications from other countries (if legal in Canada or imported for personal use under Health Canada's *Import and Export Policy for Health Products Under the Food and Drugs Act and its Regulations*, and can be verified);
  - g) **natural health products;**

- h) specific brands of medications and medicinal products not stocked by the site's designated pharmacy; and
  - i) sample medications provided by an authorized prescriber or clinic.
- 2.2 The use of patient's own medications in AHS settings is only authorized when at least one of the following applies:
- a) the prescribed medication cannot be supplied by the site's designated pharmacy, if there is one;
  - b) the prescribed medication is non-formulary on the applicable drug formulary for the practice setting;
  - c) there is no suitable formulary alternative available;
  - d) the authorized prescriber does not want the patient to receive the formulary alternative;
  - e) the prescribed medication is on formulary but its use is restricted for a different indication;
  - f) the patient and/or **alternate decision-maker** requests to use the patient's own medication supply and the authorized prescriber agrees; or
  - g) the program requires the use of patient's own medications.
- 2.3 After the medication reconciliation process is completed (as per the AHS *Medication Reconciliation Policy*), the patient's own medications not ordered for use while the patient is in care, shall be given to the patient's **family** for safe and secure removal from the premises, when possible. For ambulatory care visits, patients / patients' family should take their own medications home after the visit or completion of treatment.
- a) If the patient's own medications cannot be removed from the AHS setting, these medications shall be placed in safekeeping and transported safely and securely per the AHS *Management of Patient's Own Medications Procedure*.
  - b) Patient's own medications that are held in safekeeping or stored by AHS, shall be returned to the patient and/or family at the end of treatment or at transfer per the AHS *Management of Patient's Own Medications Procedure*.
- 2.4 When a patient's own medication is to be used, all documentation, verification, and storage requirements should occur at the initial point of entry for care (e.g., inpatient admission, outpatient clinic visit) within AHS.
- 2.5 Agreement by the patient or alternate decision-maker is required to use the patient's own medications in accordance with the AHS *Consent to*

*Treatment/Procedure(s)* Policy and procedures. The **health care professional** shall document this agreement in the patient's **health record**, in a place designated by the Zone/program/site.

- 2.6 Prior to a health care professional administering a patient's own medication, the patient's own medication shall be correctly identified and verified as safe to administer by a Pharmacist or Pharmacy Technician, or by another health care professional if a Pharmacist or Pharmacy Technician is not available. (See the *AHS Management of Patient's Own Medications Procedure*.)
- 2.7 The management and use of patient's own medications, including storage, shall be documented per the *AHS Management of Patient's Own Medications Procedure*.

## DEFINITIONS

**Alberta Health Services (AHS) settings** means any environment where treatment/procedures and other health services are delivered by, on behalf of or in conjunction with, Alberta Health Services.

**Alternate decision-maker** means a person who is authorized to make decisions with or on behalf of the patient. These may include, specific decision-maker, a minor's legal representative, a guardian, a 'nearest relative' in accordance with the *Mental Health Act* (Alberta), an agent in accordance with a Personal Directive, or a person designated in accordance with the *Human Tissue and Organ Donation Act* (Alberta).

**Authorized prescriber** means a health care professional who is permitted by Federal and Provincial legislation, their regulatory College, Alberta Health Services and practice setting (where applicable) to prescribe medications.

**Family(-ies)** means one or more individuals identified by the patient as an important support, and who the patient wishes to be included in any encounters with the health care system, including, but not limited to, family members, legal guardians, friends and informal caregivers.

**Health care professional** means an individual who is a member of a regulated health discipline, as defined by the *Health Disciplines Act* (Alberta) or the *Health Professions Act* (Alberta), and who practises within scope and role.

**Health record** means the Alberta Health Services legal record of the patient's diagnostic, treatment and care information.

**Natural health products** mean medicinal products containing herbs, vitamins, minerals, and nutritional supplements (also known as traditional, natural, holistic or homeopathic medicines).

**Over-the-counter (OTC) medications** means medications that can be obtained without a prescription, per the *Pharmacy and Drug Act* (Alberta) and as aligned with the national drug schedule identified by the National Association of Pharmacy Regulatory Authorities (NAPRA).

**Patient** means an adult or child who receives or has requested health care or services from Alberta Health Services and its health care providers or individuals authorized to act on behalf of Alberta Health Services. This term is inclusive of residents, clients and outpatients.

**Patient's own medications** means the medications that a patient has with them at presentation or admission to a health care facility, program or service, or that are brought in from an external source at a later time.

## REFERENCES

- Alberta Health Services Governance Documents:
  - *Management of Patient's Own Medications* Procedure (PS-98-01)
  - *Medication Orders* Policy and Procedures (#PS-93)
  - *Medication Reconciliation* Policy (#PS-05)
- Non-Alberta Health Services Documents:
  - *Import and Export Policy for Health Products Under the Food and Drugs Act and its Regulations* (Health Canada)

## VERSION HISTORY

Date	Action Taken
<a href="#">Click here to enter a date</a>	Optional: Choose an item
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