

# SANILAC COUNTY COMMUNITY MENTAL HEALTH AUTHORITY

## CLINICAL PROCEDURE

**NUMBER: DC1012**

**NAME: DISPOSAL OF MEDICATION**

INITIAL APPROVAL DATE:	10/31/1995	BY: Sanilac CMH Board
(LAST) REVISION DATE:	10/20/2022	BY: Policy Committee
(LAST) REVIEW DATE:	12/12/2024	BY: Policy Committee
DISCONTINUED DATE:	N/A	REPLACED BY: N/A

### I. **PURPOSE**

To establish a procedure for properly disposing of medications that are discontinued, outdated or otherwise unable to be dispensed (medication was dropped, etc.)

### II. **APPLICATION**

Populations: **ALL**

Programs: Direct - **ALL**  
Contracted - **None**

### III. **STANDARDS**

#### A. **Site Based Programs**

1. Documentation of disposal of medication will be written on the back of the individual's medication administration record and is to include date, time, medication, number of pills left and the reason for disposal.
2. Medications will be disposed of when they have been discontinued by the physician. When the physician has ordered a medication to be "held" for a brief time, it may be stored in a locked cabinet with the individual's name clearly marked.
3. When an individual is receiving medications at a site based program and will not be attending the program any longer, it will be the Home Operator/Guardian's responsibility to pick up the remaining medications. Staff will document information as above on the reverse side of the medication administration record indicating that the medication was released to the Home Operator or Guardian. The entry will be signed by both the staff and the person receiving the medication.

#### B. **Outpatient, ACT and Children's Services:**

Professional samples will be disposed of when they are outdated. They will be periodically checked for dates and rotated so as to make the best use of samples.

#### C. **Disposal Methods:**

To dispose of unused, dropped, unneeded or expired medication, the following methods are to be followed:

- (1) Take advantage of community drug take-back programs;

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- (2) Narcotics will be taken for disposal to the Sanilac County Sheriff's Department by two staff;
- (3) Return the medications to the pharmacy;
- (4) Mix the medication with used coffee grounds or kitty litter, put them in a sealable bag, empty can or other container to prevent the medication from leaking or breaking out of a garbage bag and dispose with household trash.
- (5) A few medicines have specific disposal instructions that indicate they should be flushed down the sink or toilet when they are no longer needed and when they cannot be disposed of through a drug-take back program. Disposal directions for these medications should be given when you pick up the prescription.

Whenever medications are to be disposed, a witness must be present and the Medication Disposal Form (Form #0246) completed. Complete all the information requested and assure that the form is signed and dated by the person disposing of the medication and the witness.

### **IV. ATTACHMENT**

None

### **V. REFERENCE**

Medication Disposal Form – Form #0246

**Food and Drug Administration - "Where & How To Dispose Of Unused Medications" 4/21/2021.**