

COUNTY OF YOLO

HEALTH AND HUMAN SERVICES AGENCY

POLICIES AND PROCEDURES

SECTION 5, CHAPTER 11, POLICY 013

DISPENSING SAMPLE MEDICATIONS

- A. PURPOSE:** To govern the process of dispensing and storing “sample” pharmaceuticals in County-managed and County contract clinics.
- B. FORMS REQUIRED/ATTACHMENTS:**
- a. Attachment A – Sample Medication Log
 - b. Attachment B – Medication Sample Dispensing Log
- C. DEFINITIONS:**
1. **“Sample” Medication:** a unit of a prescribed medication that is not intended to be sold.
- D. POLICY:** Yolo County Health and Human Services Agency (HHSA) shall pursue “sample” medication programs offered by pharmaceutical companies. Dispensing of these “samples” shall be for the sole purpose of providing clients access to prescription medications and “trial” prescriptions.
- E. PROCEDURE**
1. **Ordering and Receiving Sample Medication**
 - a. A physician and/or nurse practitioner (NP) will submit a written request/receipt to the pharmaceutical representative for a specified medication, dose, amount, and manufacturer. No Schedule I-IV medications will be obtained or retained on the premises of HHSA clinics for dispensing to clients
 - b. The physician or licensed health care professional, upon receipt of the ordered medication, will verify the name, dose, and amount. HHSA recognizes registered nurses (RNs), licensed vocational nurses (LVNs), and licensed psychiatric technicians (LPTs) as licensed health care professionals. All medications received will be logged on the Sample Medication Log (see Attachment A), and the following information shall be documented:
 - Date
 - Name of medication
 - Amount
 - Dosage
 - Lot number
 - Date of expiration

- Signature of licensed health care professional.
- c. All medications will be inspected, prior to storage, to determine that the packaging is unopened or undamaged; the labeling is intact; and the medication is not expired.
- d. If multiple medications are to be kept in stock, separate medication sheets may be maintained.

2. Storage of Sample Medication

- a. All sample medications will be stored in a double-locked system.
- b. Access to storage of sample medications will be limited to medical or licensed health care professionals, as described in 1b. above.
- c. All medications intended for external use will be stored separately from medications for internal use.
- d. All medications will be stored separately from food and cleaning products.
- e. All medications will be stored at proper temperatures:
 - Room temperature: 59-86 °F (15-30 °C)
 - Refrigerated temperature: 36-46 °F (2-8 °C)
- f. The date and temperature will be recorded on at least a weekly basis, using the Cold and Room Temperature Storage Logs (see HHSA PP 5-11-010).

3. Dispensing of Sample Medication

- a. A physician, NP, or physician assistant (PA) will prescribe all medications to be dispensed, and this will be documented in a progress note. The medication name, dose, route, frequency, and quantity to be dispensed will be documented on the Medication Sample Dispensing Log (see Attachment B).
- b. All medication samples will be dispensed in the original, unopened container with the name and dose of the medication clearly labeled. The samples will be placed into a paper bag for dispensing to the client.
- c. All medication will be clearly labeled with instructions for administration by the client. This may be performed by the RN, LVN, or LPT, at the direction of the physician, PA or NP. The client name, date, name of medication, dose, route, and instructions for use will be documented. Relevant warnings or precautions will be identified on the label.
- d. All medication samples dispensed will be logged on the Medication Sample Dispensing Log (see Attachment B). The following information will be documented:

- Client's name
- Date
- Medication name
- Dosage
- Quantity
- Lot number
- Expiration date
- Signature of person dispensing
- Drug information (handout or manufacturer insert) given

4. Maintenance of Sample Medications

- a. RNs, LVNs, LPTs, and MAs (under nursing supervision) will have access to the samples (see HHSA PP 5-11-014). The sample medication inventory will be inspected for inventory, expiration date, deterioration, contamination, or damaged packaging on a monthly basis.
- b. All medication samples that are determined to be expired, contaminated, or damaged will be logged on the Sample Medications Log and prepared for disposal in accordance with federal and state laws, and per HHSA policy (see HHSA PP 5-11-015). The name of the medication, dose, and quantity will be documented and signed by an authorized staff member.
 - i. Any medications that are unaccounted for shall be reported using an Unusual Occurrence Form and reporting process described in the Unusual Occurrence Policy (see HHSA PP 5-9-008).
 - ii. If sample medications are unaccounted for, the issue shall be reported to the HHSA Behavioral Health Compliance Officer.
- c. Inspection of medication rooms and all medications and logs will be conducted by an HHSA contracted licensed and authorized pharmacist on at least a quarterly basis.
- d. Medication logs will be retained for a minimum period of three (3) years.

F. REFERENCES:

California Business & Professions Code, § 4180-4186

California Code of Regulations (CCR), Title 9, § 785.28, 785.30, 785.31

Code of Federal Regulations, 203 & 205

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Approved by:

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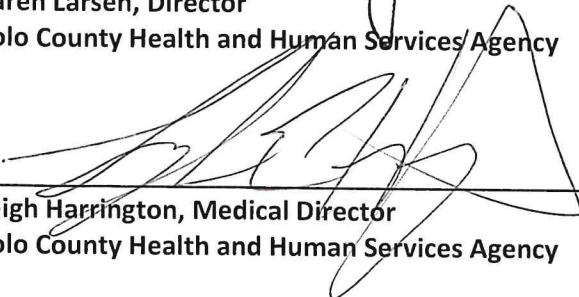
HHSA PP 5-11-013



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7/15/19

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7/9/19

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