

MANUAL OF ADMINISTRATION

Topic: Medication	Subject: Disposal of Medication	Code: MD030
		Date of Issue: February 1995
		Revised: October 2015
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PURPOSE: To ensure that a consistent method is maintained for the safe disposal of medication under the following conditions:

1. **Found Medication: Outside the prescribed container i.e.: on the floor**
 - 1.1 If **one or two tablets/capsules** are found, they may be flushed in the toilet for disposal.
 - 1.2 If **more than two tablets/capsules** are found, the pharmacy must be contacted to receive direction on the procedure to follow for disposal of the medication. The pharmacy the individual deals with will be contacted whenever possible.
 - 1.3 This information must be recorded on an Incident Report Form.

The pharmacy may be contacted at anytime should the individual or Support Worker want further clarification. Avenue II encourages the safe disposal of medication at the individuals' pharmacy whenever possible during the same shift when the medication is found, refused or expired.

2. **Individual Refusal To Take Prescribed Medication:**
 - 2.1 If **one or two tablets/capsules** are refused, they may be flushed down the toilet for disposal.
 - 2.2 **More than two tablets/capsules** are refused; the pharmacy must be contacted to receive direction on the procedure to follow for disposal of the medication. The pharmacy the individual deals with will be contacted whenever possible.
 - 2.3 The Manager or On Call Supervisor must be contacted and an Incident Report completed.
3. **Expired Medication:**
 - 3.1 Upon the discovery of expired medication, the Support Worker will contact the pharmacy to receive direction on the safe disposal of the medication. The outcome will be recorded on a Contact Sheet and an Incident Report.

All incident report forms must be brought into the Avenue II office **within 24 hours.**

EXCEPTION: BAY COURT HAS A SAFE STORAGE UNTIL MEDICATION IS RETURNED TO THE PHARMACY FOR DISPOSAL.