

	<b>310.914.916.065 Suspected Illicit Substances Drugs on MSH Property - Process for Handling</b>
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**POLICY:**

Any substance suspected of being illicit found either in the hospital or in the possession of an inpatient will be removed and secured in the Pharmacy Department.

**GUIDELINES:**

Hospital staff must be aware of the potential legal ramifications of handling, carrying and transporting suspected illicit substances. Hospital staff, who do **NOT** follow appropriate protocols for the handling or transporting a suspected illicit substance, may risk criminal charges for possession or trafficking of a controlled substance.

**EXPECTED OUTCOME(S):**

Any suspected illicit substance will be secured and disposed of in a safe and appropriate manner.

**DEFINITION(S):**

**Illicit Drugs:** a controlled substance or precursor the import, export, production, sale or procession of which is prohibited or restricted pursuant to the Controlled Drugs and Substances Act.

**PROCEDURE:**

The following procedure is to be followed whenever suspected illicit substances are found, confiscated, transported and transferred within the hospital, and ultimately transferred to the police or handled in accordance with police instruction.

When a suspected illicit substance is discovered on the property or a patient is found to be in possession of a suspected illicit substance the following steps shall be taken:

During Regular Business Hours:

- 1) Notify the following;
  - i) Clinical Manager and /or Clinical Operations Manager
  - ii) , Manager on call
  - iii) Attending Physician/on-call physician
  - iv) Security.

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- 2) Remove the substance from the patient belongings or from the area. The suspected substance will be removed with a witness observing the moving of the substance from its original position to a secure location.
- 3) The substance will be placed in a brown envelope. Two Nurses will sign and date the bag. The bag will have a patient's label placed over the seal.
- 4) Pharmacy will be notified and the suspected illicit substance will be delivered to Pharmacy by the Primary nurse. The Suspected Illicit Substance Transfer Sheet (appendix A) must be documented and placed on the patients chart.

### After Hours:

- 1) Follow steps 1-3 as above
- 2) The suspected substance will be locked in the Narcotic Cupboard to be delivered to Pharmacy by the Facilitating Nurse or designate during Pharmacy hours.
  - The bag should be written on the Narcotic Sheet as Patient's Own Med (POM).  
i.e. 'Patient M#-----one brown envelope # 1, 3 etc, POM.
  - Pharmacy will log into Narcotic Destruction book with patients M#.

### Security Procedures:

- 1) Security will notify the police as soon as possible and seek directions from them as to the appropriate handling of the suspected illicit substance.
- 2) Upon receipt of police instructions, Security will notify Pharmacy of either: the Police's' authorization for destruction of the illicit substance or for the transfer of the illicit substance to the police in a sealed tamper-resistant packaging.
- 5) Police will be escorted to Pharmacy or unit by security for pick-up. The bag will be released to police and noted on the Narcotic Record or Destruction record.
- 6) If the patient requests the return of the suspected illicit substance, the patient will be directed to contact the Police Department.

### **DOCUMENTATION:**

- 1) Document in the patient's record as a Focus Note and include:
  - a description of what was found,
  - how and where the substance(s) was found,
  - the surrounding circumstances and details outlining the steps taken to appropriately secure the substance
- 2) Complete an IReport using the category "Safety Security".

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- 3) The original copy of Suspected Illicit Substance Transfer Form must accompany the bag at all times. Each time the bag is transferred, a copy of this form should be made and provided to the person transferring and receiving the bag containing the suspected illicit substance.
- 4) The transfer to police or destruction of the substance will be documented on the Suspected Illicit Substance Transfer Form together with the date, name and badge number of the directing officer.

**NOTE: All patient identification will be removed prior to release to police and documented on patient or Substance Transfer Sheet.**

**REFERENCE(S):**

Controlled Drug and Substance Act  
Criminal Code  
Personal Health Information Protection Act.

**ENDORSEMENT(S):**

Drugs & Therapeutics Committee 16/08/2018

**PREVIOUSLY REVIEWED/REVISED DATE:**

02/10/2013 (new), revised 22/08/2018

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**APPENDIX A  
Transfer Form for Suspected Illicit Substance**

**Date Discovered:** \_\_\_\_\_ **Bag Identity Number: M#** \_\_\_\_\_

**Description of Suspected Illicit Substance:**

Form: \_\_\_\_\_ Colour: \_\_\_\_\_ Approx Quantity: \_\_\_\_\_

Other: \_\_\_\_\_

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**Found or Removed by:**

Name:	Witness name:
Title/Dept:	Title/Dept:
Signature:	Signature:

Date/Time:	Location:
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**Transfer (if applicable):**

Transferred by:	Received by:
Title/Dept:	Title/Dept:
Signature:	Signature:

Date/Time:	Location:
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**Transfer to Pharmacy:**

Transferred by:	Received by:
Title/Dept:	Title/Dept:
Signature:	Signature:

Date/Time:	Location:
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**Transfer to Police:**

Transferred by:	Received by:
Title/Dept:	Title/Dept:
Signature:	Signature:

Date/Time:	Location:
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Seal the suspected illicit substance in a brown envelope. The bag will have a patient's label placed over the seal.

The original copy of this form must accompany the bag at all times. Each time the bag is transferred, a copy of this form should be made and provided to the person transferring and This document is for internal use only. The electronic copy is deemed to be the most current and approved version. Any documents appearing in paper form are not controlled and should be checked against the document (title as above) on the hospital network prior to use.

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receiving the bag containing the suspected illicit substance. *The form can be ordered through Stores & found on the Intranet under forms - zzMISC*

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