Personal Care Home

 TRACKING SHEET for NARCOTIC/CONTROLLED DRUG **RETURNS TO PHARMACY**

Date: Unit:

Narcotic/Controlled Drug Returns can be sent to LTC pharmacy in the drug box. The day shift nurses should complete the following process **first thing in the morning** before the drug box is picked up.

# Check box when completed:

Medications have been signed out of Master Narcotic/Controlled Drug Count as “Returned to Pharmacy” by 2 nurses and current count has been adjusted

Medications to be returned have been recorded below

Tracking sheet is signed by 2 nurses and faxed to LTC pharmacy at 1-204-325-1707. A copy of this tracking sheet and medications are separated from regular drug returns in drug box, and box has been sealed

The original tracking sheet is kept at the PCH for 1 month and then shredded.

The drug box is sent to pharmacy by usual delivery method.

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| --- | --- | --- | --- | --- |
| **Quantity** | **Drug & Strength** | **Resident’s Name or Wardstock** |  | ***Pharmacy Staff to Initial When******Received*** |
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1st Nurse’s Signature 2nd Nurse’s Signature

# For Pharmacy Use Only:

Medications have arrived as specified, stored in safe for future destruction.

Tracking sheet has been filed and will be kept in the pharmacy for 5 years