



<p>Team Name: Regional Pharmacy &amp; Therapeutics Committee</p> <p>Team Lead: Regional Director - Pharmacy</p> <p>Approved by: VP - Medical Services</p>	<p>Reference Number: CLI.6010.PL.022</p> <p>Program Area: Pharmacy and Therapeutics</p> <p>Policy Section: General</p>
<p>Issue Date: January 24 2019</p> <p>Review Date:</p> <p>Revision Date:</p>	<p>Subject: Patient/Resident Leave of Absence Medications</p>

**POLICY SUBJECT:**

Patient/Resident Leave of Absence Medications

**PURPOSE:**

To ensure patient/resident shall have safe, accurate medication for all leaves from the facility

**BOARD POLICY REFERENCE:**

Executive Limitation (EL-2) Treatment of Clients

**POLICY:**

- Medication shall be supplied by pharmacy free of charge to a patient/resident on authorized Leave of Absence (LOA) from facility
- Pharmacy will be notified a minimum of 48 hours (2 business days) for non-regional centres and 24 hours (1 business day) for regional centres prior to leave. Exceptions may be made in an emergency situation. Issuing of LOA medications after pharmacy hours is strongly discouraged.
- A maximum of 72 hours supply will be dispensed by pharmacy. Exceptional circumstances may be considered for greater than 72 hours.

**PROCEDURE:**

**During Pharmacy Hours:**

- Nurse completes the Patient/Resident Leave of Absence (LOA) Medication Request Form CLI.6010.PL.020.SD.01 and fax with the Medication Administration Record (MAR) to pharmacy
- Pharmacy reconciles the faxed MAR and Pharmacy LOA Medication Form with the pharmacy patient/resident profile
- Pharmacy completes any necessary clarifications
- Pharmacy prepares enough medications for the patient/resident LOA
- Non-oral medications such as inhalers, eye drops, creams, etc will be relabeled if necessary and sent from the patient/resident current pharmacy issued supply for inpatient use
- The medication shall be dispensed in child-resistant vials unless otherwise requested by the patient/resident or person acting on his behalf. If compliance packaging or non-safety vials

are requested, the patient/resident or caregiver must be made aware that the medication packaging is not child resistant and appropriate documentation shall be made in the patient/resident care record.

- The medication label will include:
  - Name, address, phone number of facility
  - Patient/Resident's name
  - Prescriber's name
  - Date of dispensing
  - Medication generic name and strength
  - Directions for use
  - Quantity of medication in vial
  - Initials of pharmacist preparing the vial

**After Pharmacy Hours or Unplanned LOA (if time does not allow pharmacy to prepare LOA medications):**

- In the event of a brief (1 to 2 hours) or unexpected leave, the nurse in charge will prepare and label the LOA medication appropriately
- Calculates the number of doses needed to cover the length of the LOA utilizing the patient/resident's Medication Administration Record (MAR)
- Place the required number of doses from the patient/resident's dispensed inpatient medications in a child-resistant prescription vial. Only 1 medication can be dispensed per vial
- Narcotics and controlled drugs needed for the LOA should be taken from wardstock and double signed on the Daily Controlled Medication Record (DCMR)
- Fill out the blank LOA label supplied by pharmacy and affix to the appropriate child-resistant vial
- The blank LOA label includes:
  - Name, address, phone number of facility
  - Patient/Resident's name
  - Prescriber's name
  - Date of dispensing
  - Medication generic name and strength
  - Directions for use
  - Quantity of medication in vial
  - Initials of nurse preparing the vial

**Patient/Resident's Return from LOA:**

- Upon return, any unused medication and empty vials shall be returned to pharmacy for disposal

**Roles and Responsibilities:**

- **Prescriber**
  - Prescriber writes an order on the medication order sheet approving the LOA including the day and time leaving and returning (length of leave)
- **Nurse**
  - Nursing provides a comprehensive list of medications required for patient/resident's LOA to pharmacy

- Nursing will prepare medications for LOA as per after pharmacy hours or unplanned LOA procedure above

➤ **Pharmacy**

- Pharmacy supplies LOA medications in appropriately labeled containers (e.g. child-resistant prescription vials)
- Pharmacy supplies child-resistant prescription vials and blank LOA labels as ward stock to all sites for after pharmacy hours or unplanned LOA
- Destroys LOA medications returned to the pharmacy

**Further Procedures Specific to Personal Care Home:**

- If the LOA falls within the residents weekly run, the nursing staff will send the appropriate pouches with the resident to cover the LOA
- If the LOA falls outside the weekly run, the facility must follow the 48 hour guideline in regards to notifying your pharmacy provider in order for the requisite pouches to be sent in time

**SUPPORTING DOCUMENTS:**

[CLI.6010.PL.022.FORM.01](#)

Patient/Resident Leave of Absence (LOA) Medication Request Form