



## Drug Box Exchange

### LGH

1. AIC gives completed patient copy of the PPCR to receiving nurse. Obtains patient ID stickers from the ED registrar and applies to **EVERY Page of the Copied PPCR**. (If you have an ECG printout, you must also apply a Patient ID Sticker to the ECG printout).
2. AIC obtains and completes the **DRUG REPLACEMENT REQUISITION** sheet provided in the drug box.
  - AIC obtains **Patient ID stickers** from the ED registrar and applies it to the **DRUG REPLACEMENT REQUISITION** sheet.

### LGH & BCMH

3. Complete the Pharmacy Administration Record (found in drug box)
  - **ALL** medication administrations will be documented on this form (including controlled substances).
  - Original Physician signature is required. Make sure they also print their name.
  - DEA # required **ONLY** when controlled substances are administered.
  - Obtain wastage witness signature.
  - Leave the completed form in the drug box.
  - Add reseal lock number on form.
4. Place Drug Replacement Requisition Form with a **copy of the PPCR inside the Drug Box**. Place green lock (has an imprinted logo LGH RX on the lock Bedford will have BCMH) on the outside of drug box. If the green seal is broke, you will need to exchange the drug box at the pharmacy. Replacement green locks will NOT be available in the ED
5. Exchange box (record on BREMS Box Exchange Record).

**Failure to properly complete required exchange procedure will be considered a NON COMPLIENCE ISSUE.**