STATE OF RHODE ISLAND
DEPARTMENT OF BEHAVIORAL HEALTHCARE, DEVELOPMENTAL DISABILITIES AND HOSPITALS
DIVISION OF BEHAVIORAL HEALTH CARE

UNIT **Center of Excellence**

POLICY/PROCEDURE NO.

COE - 021

SUBSECTION EFFECTIVE DATE

2/10/17

POLICY/PROCEDURE

Buprenorphine/Naloxone Administration, Documentation and Storage Requirements

AMENDMENT / REVISION HISTORY
Approved:
Amended:

POLICY

This policy addresses administration, documentation, and safe storage requirements for Buprenorphine/Naloxone, a Schedule III controlled substance, and delineates proper protocol for its storage and required record keeping. This policy also describes the procedure for documenting buprenorphine/naloxone prescriptions written for individual patients at the ESH COE.

PROCEDURE

Description

1. **Upon receipt of a supply of buprenorphine/naloxone, an acknowledgement form is to be signed which includes lot numbers and expiration dates. This is to be done each time a new shipment arrives.**
2. **There is a required Drug Accountability Record (DAR) (see form) started for every shipment of buprenorphine/naloxone used in patient care. This DAR must record every dose dispensed in the clinical program and is used to account for all medication. The DAR is to be completed daily following dosing.**
3. **A Buprenorphine Dose Log must be maintained within a person's individual medical record. If a dose of buprenorphine is given in the COE, it must be recorded in the record on the Buprenorphine Dose Log form (see form).**
4. **Buprenorphine/naloxone is a Schedule III controlled substance and must be kept under lock in the ESH COE with every dose administered accounted for as described above.**

5. **A copy of all prescriptions written for buprenorphine/naloxone must be kept in the individual patient medical record.**
6. **DATA-waivered staff must keep a log of active patients for whom they are providing buprenorphine/naloxone medication treatment demonstrating that they do not exceed approved limits according to DATA 2000:**

   Year 1: no more than 30 patients

   Year >1: no more than 100 patients following notification of SAMHSA

   Year >2 with ABPN, ABAM, or ASAM board certification: no more than 275 patients after notification and approval by SAMHSA

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COE - 022

SUBSECTION EFFECTIVE DATE

2/10/17

POLICY/PROCEDURE

Drug Accountability Record

AMENDMENT / REVISION HISTORY
Approved:
Amended:

POLICY

A drug accountability record shall be completed to record all controlled substance stock medication dispensed from the COE. This form will record medication and area where the medication was dispensed. Each patient receiving medication will be entered into this log and additional information recorded including date dispensed, dose, quantity dispensed, and quantity remaining after dispensing the amount indicated, manufacturer lot number, and recorder's signature.

PROCEDURE

A Drug Accountability Record will be created for all controlled substance stock medication in order to keep a log of every dose given and to account for the use of all controlled substance medication. Information related to patients receiving medication, amount of medication and remaining stock medication following dispensing will be recorded. The stock medication will be counted following administration of medication to patients. The count of medication must be signed off by two staff members.

Drug Accountability Record

Physician Name:	Dose Form and Strength: Dispensing Area: Note: An inventory must be performed at the beginning and end of each day.

Line No.	Date	Patient Name	Patient ID No.	Dose	Quantity Dispensed or Received	Balance Forward / Balance	Manufacturer and Lot No.	Recorder's Signature (2 required if an inventory is performed)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								

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COE - 023

SUBSECTION EFFECTIVE DATE

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POLICY/PROCEDURE

Buprenorphine Dose Log

AMENDMENT / REVISION HISTORY
Approved:
Amended:

POLICY

This form provides information regarding the individual patient's buprenorphine doses including date and time, dose received, and medication provider. This information will be located in the patient's medical record.

PROCEDURE

Each prescription for buprenorphine is to be recorded on this log.

BUPRENORPHINE DOSE LOG **NAME**

MR#

DATE/TIME	DOSE	SIGNATURE