

### Purpose and Scope

The pharmacy department will maintain and issue auxiliary drug boxes for use throughout the hospital. This policy applies to all units at Spring Grove Hospital Center.

### Policy

It is the policy of Spring Grove Hospital Center Pharmacy to provide a supply of medications to meet urgent medical needs to the inpatient units, and patient care areas of the hospital.

Members of the following disciplines have the duties identified:

**Nursing:** The nurse is responsible for keeping the auxiliary box in a locked area and for ensuring that the seal is intact at all times. The seal is inspected every shift. She/he is also responsible for periodic review of the box to ensure that it is in-date, and for contacting the pharmacy for a replacement once the box has been entered or if it is due to expire.

**Pharmacy:** Pharmacy personnel are responsible for refilling, checking, and distributing auxiliary boxes in a timely fashion, and for ensuring that the boxes are present and in date during monthly nursing unit inspections.

**Medical Staff:** Approval and at least annual re-approval of the contents of the auxiliary drug boxes.

### Procedure

#### I. General

- A. Sealed, numbered auxiliary boxes are located in the patient units and other predetermined areas. (See reference.)
- B. Each auxiliary box must be maintained in an area that is readily accessible and known to nursing staff, but not accessible to patients.
- C. The contents of the auxiliary boxes are reviewed and approved by the Pharmacy and Therapeutics Committee and will be subject to re-evaluation and re-approval no less than annually. (See reference content list.)
- D. Auxiliary drug boxes will be numbered, filled, sealed, and dated with an expiration date by the pharmacist. Each auxiliary box shall be labeled with the number, contents, pharmacist's initials, and an expiration date, and sealed with a tamper proof lock. The seal to the box is not to

be broken unless it is used. Nursing personnel may check the expiration date located on the exterior of each box.

- E. The Pharmacy Department shall maintain a master notebook of all auxiliary box numbers, locations, and expiration dates. When a drug is about to go out of date, the box will be recalled and replaced with a new box.

#### II. Unit Use of Auxiliary Boxes

- A. After entering an auxiliary box, the nurse shall via a phone call notify the pharmacy that the box needs to be replaced.
- B. When the Pharmacy is closed a replacement box is obtained from the After-Hours Drug Supply utilizing a general requisition form.

#### III. Pharmacy Preparation of Auxiliary Boxes

- A. Once an auxiliary box is used, it should be returned to the pharmacy immediately, and a new box issued.
- B. The pharmacy personnel will sign the box back into the pharmacy in the master Auxiliary Drug Log sheet indicating the date returned to the pharmacy. The contents of the returned box will be verified against the established standards, all items replaced that were used and all drug expiration dates checked. The Auxiliary Drug Box Supply Dosage Guide (drug list with indications and directions for administration) will be included in the box.
- C. The assigned box number, as well as the contents of the box and each item's expiration, the box expiration (the date of the shortest dated drug item contained in the box) and the initials of the pharmacist who checked the box will be recorded on an auxiliary drug box form. The pharmacist will date and sign the form after checking the box.
- D. The auxiliary drug box form will be attached to the exterior of the auxiliary box. The pharmacist will enter the fill date, initials of checking pharmacist and the security seal number and box expiration on the corresponding auxiliary drug box log form in the master notebook.
- E. When an auxiliary drug box is issued the pharmacy staff will date, indicate the unit and sign the auxiliary drug box out on the corresponding log.

- F. Auxiliary drug boxes exchanged from the after-hours cabinet shall be signed out according to the established night cabinet procedures; the unit to which it is issued shall be logged on the after-hours cabinet log sheet and the general requisition attached to the box.

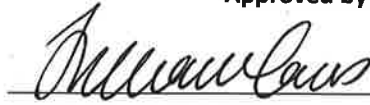
**Reference:**

Auxiliary Drug Box Form

Auxiliary Drug Box Supply Dosing Guide

Auxiliary Drug Box Locations

**Approved by**



Monica Chawla, M.D., FAPA,  
Chief Medical Officer

12/28/23

Date



Marie Rose Alam, M.D., FAPA,  
Chief Executive Officer

12/28/23

Date

MRA/tg

Revised: 2/3/87, 6/28/89, 2/26/92, 2/9/95, 3/8/98, 01/17/01

Revised: 8/04, 5/05, 11/2/07, 12/10/07, 12/16/10, 3/6/13

Revised: 4/5/16, 4/30/19, 5/24/19, 12/20/23