

## Drug Key/Card Access and Lost Drug Keys

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### Purpose

To ensure controlled medications are only accessed by authorised staff, in a manner that ensures patient and staff safety

### Scope

CDHB staff and approved persons who require access to controlled medication for administration e.g. Registered Nurses/Midwives, Enrolled Nurses.

### Associated documents

[Fluid and Medication Management Policies and Procedures](#)

Drug Key removal slip (where used)

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## Definitions

### Approved Persons

Persons who can carry/hold keys or access the controlled and/or recorded drug cupboard as per our Roles and Responsibilities Policy includes:

- Registered Nurse
- Midwife/Lead Maternity Carer
- Enrolled Nurse

**Exception:** Enrolled Nurse (restricted scope)

## Access to controlled Drug Safe/Cupboard within Hospital

### Responsibilities

Two approved persons are to be present throughout the process where the controlled drug (CD) safe/cupboard is accessed either via key or swipe card.

Staff should ensure the CD safe/cupboard is locked on completion of the process.

### Areas which have swipe card access

Two staff need to access the safe/cupboard using both of their swipe cards and pin numbers (key numbers in slowly).

Two Enrolled Nurses may access the controlled drug cupboard where they have no restrictions to their scope as per the Roles and Responsibilities Policy and Controlled and Recorded Drug policies.

Lead maternity carers (LMC's) require another CDHB approved person e.g. Midwife, to access the CD safe.

### Areas which hold a CD key

During operational hours the controlled drug safe/cupboard key should be held by a Nurse/Midwife or the Nurse/Midwife in Charge, at all times.

**Please note:** Surveillance cameras may be in place in some areas.

## Safe Storage of Drug Keys After Hours and in areas without a Nurse/Midwife Present

Refer to the areas local policy.

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## Lost Drug Keys

### Mislaid Drug keys

Check with the staff, and laundry if necessary.

### Drug keys taken off the premises accidentally

Should be reported to the Duty Manager and returned at the persons own cost. An incident form must be completed.

### Lost Drug Keys

#### Afterhours

- Duty Nurse Manager to contact the locksmith service/maintenance

#### During the Day

- Line Manager to contact Maintenance

**Please note:** Complete a Drug Check in all these above situations, and if drugs are missing the Line manager/Duty Manager are to contact the Police as appropriate.

Locks may need to be changed if the keys are not found/located

### Using Spare Drug Keys

Contact the Duty Nurse Managers for a set of spare keys

The Duty Managers will use a slip to denote borrowing of the keys.

This must have the signatures of the Duty Manager, the name of the ward, date and time. This is to be re recorded on return of the keys.

The borrowing area is responsible for returning the spare keys promptly when no longer required.

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**Sample of Burwood Hospital Slip Process**

Insert this slip in to the box in the safe which corresponds to the ward requiring spare drug keys			
Keys removed from safe			
Date	Time	Unit	Signature
Keys replaced in safe			
Date	Time	Unit	Signature
File slip at back of file when keys returned.			
Reference etc			
<i>September 2007</i>			

Insert this slip in to the box in the safe which corresponds to the ward requiring spare drug keys			
Keys removed from safe			
Date	Time	Unit	Signature
Keys removed from safe			
Date	Time	Unit	Signature
File slip at back of file when keys returned.			
Reference etc			
<i>September 2007</i>			

**Measurement or Evaluation**

- Review of security key/card access logs as required
- Controlled Drug Divisonal Audits
- Incident Management System

**References**

- Misuse of Drugs Act, 1975 and its Amendments, 1981
- Misuse of Drugs Regulations, 1977 and Amendments
- Recommendations from the New Zealand Police Force 2009

<b>Procedure Owner</b>	Nurse Co-ordinator Quality & Risk, Med Surg Division, Pharmacy
<b>Procedure Authoriser</b>	Chief Medical Officer & Executive Director of Nursing
<b>Date of Authorisation</b>	15 December 2015 with version update November 2016 on Enrolled Nurse scope

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