



**COHESIVE HEALTHCARE MANAGEMENT & CONSULTING**

**Mangum Regional Medical Center**

TITLE		POLICY	
<b>Loan/Borrowed Medications</b>		<b>DRM-019</b>	
MANUAL	EFFECTIVE DATE	REVIEW DATE	
<b>Drug Room</b>	<b>10-1-2020</b>	<b>10-1-2020</b>	
DEPARTMENT	REFERENCE		
<b>Drug Room</b>	<b>Oklahoma Pharmacy Law Book</b>		

**SCOPE**

This policy applies to loaned/borrowed medications intended for patient use at MANGUM REGIONAL MEDICAL CENTER.

**PURPOSE**

The hospital drug room will adhere to loaned/borrowed medication regulations outlined by the Oklahoma State Board of Pharmacy and the Food and Drug Administration (FDA).

**DEFINITIONS**

N/A

**POLICY**

Any medications loaned or borrowed through the hospital facility or another medical facility shall be recorded and documented properly.

**PROCEDURE**

1. A loan/borrowed record shall be completed and filed properly.
2. The Drug Room Supervisor shall be responsible for these items.
3. All medications borrowed or loaned will be returned to the lender upon arrival of the replacement medication.
4. If medication is being purchased to replace a loaned medication, advise the business office to expect a bill for the medication unless it is being replaced.
5. All medications borrowed or loaned will be documented as follows:
  - a. Name of Institution
  - b. Date
  - c. Description of the medication (e.g., drug name and strength)
  - d. Quantity

- e. Lot number
  - f. Expiration Date
  - g. Signatures of persons involved
6. All documentation shall be kept on file in the hospital drug room.

**REFERENCES**

Oklahoma Pharmacy Law Book

**ATTACHMENTS**

N/A

**REVISIONS/UPDATES**

<b>Date</b>	<b>Brief Description of Revision/Change</b>