


Name of Policy: <u>Pharmacy reconciliation –sports medicine</u>		 Effective date: February 17, 2021 Original effective date: 2/1/2008	
Policy Number: 3364-35-08			
Approving Officer: President			
Responsible Agent: Director of Pharmacy/Athletic Director			
Scope: Athletic Department – Sports Medicine – Main Campus			
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The Director of Pharmacy at The University of Toledo Medical Center in collaboration with the Head Team Physician in the Department of Intercollegiate Athletics will ensure that all pharmaceuticals are properly stored, inventoried, documented and disposed of in accordance with pertinent rules of the Ohio Administrative Code of Ohio State Board of Pharmacy.

(B) Purpose of policy

The purpose of this policy is to outline appropriate documentation and compliance with University of Toledo policies regarding pharmaceuticals stored at UT athletic training facilities and approved medication Sideline bags.

(C) Procedure

(1) Supervision.

The Head Team Physician in consultation with pharmacy will be responsible for the oversight of all medications housed in pharmaceutical cabinets at Savage and Larimer. Oversight also includes three approved Sideline bags used for administration of single doses of medications needed on the sideline or at away competitions.

(2) Access to the cabinets.

The Head Team Physician in consultation with pharmacy will be responsible for ensuring that only individuals permitted by law will have access to the pharmaceutical cabinets. Pharmaceutical cabinet keys will be authorized for physicians and pharmacists and can be used by a pharmacy technician who is assigned to restocking. At no time should a student athlete have access to

keys for the pharmaceutical cabinets. Athletic trainers, under the direct supervision of a team physician, can be asked to assist with opening the cabinet and the medication dispensing process but the physician must be responsible for the oversight of the dispensing.

The Head Team Physician and Director of Pharmacy are responsible for the keys that access the pharmacy cabinets.

Should a physician, or pharmacist who has been assigned keys to the pharmaceutical cabinets no longer need access, the Director of Pharmacy and Head Team Physician will be notified by the physician or pharmacist and take possession of the keys at that time.

(3) Inventory expiration.

The Director of Pharmacy or a designee from the Department of Pharmacy will perform monthly inventory and expiration date checks of the pharmaceutical cabinets at Savage and Larimer. At the time of restocking sideline bags, expiration dates will be checked. Inventory counts may be performed more frequently during periods of high clinic utilization.

(4) The Head Team Physician and athletic trainers can request additional input and evaluation by the Director of Pharmacy and/or Pharmacy Department regarding medications dispensed or administered to the UT athletes.

(5) Documentation for Cabinet Dispensing.

Any physician who chooses to dispense medications from the pharmaceutical cabinets will be required to do the following:

- (a) Enter the prescription number located on the stock pharmacy label onto the UT Sports Medicine label using the designated sports medicine software. Complete the UT Sports Medicine label with the prescription number, patient name, drug allergies, physician name, drug name, patient instructions, and date dispensed.
- (b) Print and sign two labels.
- (c) Place one label on the student athlete's stock bag opposite the pharmacy stock label.
- (d) Place the second label in the RX issue box. This copy will be placed into the athlete's medical record.
- (e) Complete SOAP notes and record the medication dispensed in the student athlete's medical record.

- (f) Ensure the cabinet is locked and secured.
- (g) Athletic trainers will reorder medications on inventory reorder sheets by emailing the request to **designated pharmacy** e-mail addresses, or by faxing to 419-530-3473.

(6) Documentation for Sideline Bag Administration.

Any physician who chooses to administer medications from the approved Sideline bag will be required to do the following:

- (a) Write the name of the student athlete, date, medication name, drug allergies into the log book.
- (b) In the event a UT Sports Medicine physician must treat an opposing team's athlete, spectator or individual traveling with a UT athletic team, the physician must complete the two part "Non Athlete Evaluation Form. One copy of this form will be held in the training room records, the other sent to the Main Campus Pharmacy.
- (c) Update the attached perpetual inventory log for medications administered from the Sideline bag when used.
- (d) Upon return to the training room complete SOAP notes and record the medication administered in the student athlete's medical record.
- (e) Ensure the Sideline bag is secured using a RED tamper resistant seal (enclosed in the sideline bag) to signify that the bag has been opened.
- (f) When the sideline bag is not in use, it will be stored in a secure location at the sports medicine facility.
- (g) Notify the athletic trainer that medications have been dispensed from the sideline bag so that it can be transported to the Main Campus pharmacy for restocking.

(7) Documentation for OTC cabinet dispensing.

Any athletic trainer who chooses to offer an OTC medication from the OTC cabinet to an athlete must do the following:

- (a) Previously signed the University of Toledo Sports Medicine Over the Counter Drug Administration Guideline.
- (b) Document in the OTC log:

- (i) Patient name.
- (ii) Drug name offered.
- (iii) Lot and Expiration of the drug offered

(8) Reconciliation.

When restocking the pharmaceutical cabinets, the Department of Pharmacy will utilize the Medication Reorder Form to bring the stock back up to par. If the inventory amount ordered by the athletic trainer for the pharmaceutical cabinets and sideline bags do not bring the onsite level back up to par, the discrepancy will be reported to the Assistant Athletic Director for Sports Medicine and the Lead Pharmacist.

(9) Disposal.

The Department of Pharmacy staff will dispose of outdated, damaged, or recalled medications as required by Ohio law.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>February 17, 2021</u> Date</p> <p><i>Review/Revision Completed by: Athletic Department, SLT</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • None <p>Initial Effective Date: February 1, 2008</p> <p>Review/Revision Date: 8/31/2011, 08/01/14, 02/17/2021</p> <p>Next review date: February 19, 2024</p>
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