



STATE OF NEW JERSEY
Department of Institutions and Agencies
Trenton

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REGULATIONS
for
HANDLING OF NARCOTIC AND HYPNOTIC DRUGS IN INSTITUTIONS

I NARCOTICS

A. Stock Supply in Pharmacy or other Storage Area

1. All institutions having a stock supply of narcotics are to store them in a safe with at least a T-20 rating. (This type of safe is built to resist attack by ordinary burglar's tools for a period of 20 minutes.) If the safe used weighs less than 750 lbs., it should be securely anchored in concrete, or to the floor, or to the wall to prevent its being carried away. Other dangerous and/or habit forming drugs may be stored in this safe at the discretion of the pharmacist.
2. The stock supply of narcotics (from which supplies to nursing units are dispensed) should be accessible only to the pharmacist or person registered with the Treasury Department Bureau of Narcotics as responsible for reporting the narcotic inventory and signing narcotic order forms.
3. The person mentioned in #2 above may delegate the responsibility for opening the safe and dispensing narcotics to other individuals whose names are posted on the inside of the safe and accessible to any inspector, surveyor or regulatory body.

B. Dispensing Area (Nursing Units)

1. Narcotics are to be stored in a locked box which is bolted to a shelf in a locked cabinet, preferably with solid doors, although glass doors are acceptable, or to the bottom of a locked drawer in a desk, provided the desk drawer is fixed to prevent its removal from the desk. A small wall safe is equally suitable.
2. No other drugs are to be stored in the locked box or in the wall safe.
3. Narcotics are to be received on nursing units from the Pharmacy on the basis of a determined number to provide the necessary supply for a limited period of time. Record is to be kept of all narcotics administered from the nursing unit container and accounting kept on a diminishing return basis.

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4. Refilling from the Pharmacy is to be based upon the surrender of the diminishing return record to the pharmacist or other person qualified to dispense narcotics as described in I-A of the foregoing.
5. The key to the narcotic box (or safe combination) is to be on the person of the professional nurse in charge or her delegated representative who must be a registered nurse.
6. A check inventory of the narcotic drugs on every nursing unit is to be made at the termination of each shift when the drug keys are turned over to the oncoming nurse in charge.
7. Those automatic or mechanical dispensing devices used by hospitals during off hours or for routine dispensing from the nurses' station will be acceptable provided that the same safeguards exist as are now required for the manual control of drugs; namely, a double lock for narcotics, the control of all drugs by the pharmacist, and a system of checking withdrawals to insure complete control.

II HYPNOTICS

- A. All hypnotic drugs are to be kept in a locked secure place. (This does not include combinations of pharmaceuticals where the hypnotic is one of two or more ingredients.)
- B. The stock supply (from which supplies to nursing units are dispensed) should be accessible only to the pharmacist or person registered with the Treasury Department Bureau of Narcotics as being responsible for the reporting of narcotic inventory and signing narcotic order forms.
- C. The person mentioned in B above may delegate the responsibility for dispensing hypnotics to other individuals whose names are to be posted on the inside of the safe used for the storage of the narcotics and accessible to any inspector.
- D. Hypnotics are to be stored on each nursing unit in a locked cabinet preferably with solid doors, or in the same locked drawer in the desk with the narcotics but not in the same box with the narcotics, provided the desk drawer is fixed to prevent its removal from the desk. The small wall safe used for narcotics should not be used for hypnotics.

- E. Hypnotics are to be received on nursing units from the Pharmacy on the basis of a determined number to provide the necessary supply for a specified period of time. A record is to be kept of all hypnotics administered from stock and accounting kept on a diminishing return basis.
- F. Refilling from the Pharmacy is to be based upon the surrender of the diminishing return record to the pharmacist or other person qualified to dispense hypnotics as described in II-B and C of the foregoing.
- G. The key to the hypnotic box is to be on the person of the professional nurse in charge or her delegated representative who must be a registered nurse.
- H. A check inventory of the hypnotic drugs is to be made at the termination of each shift when the key is turned over to the oncoming nurse in charge.

These regulations do not apply to tranquilizers, but hospitals are urged to issue tranquilizers on an individual prescription basis or institute controls which will properly safeguard the stocks and prevent loss during distribution and use.

Adopted by the State Board of Control - April 25, 1962