


**GUAM MEMORIAL HOSPITAL AUTHORITY
PHARMACY DEPARTMENT**

APPROVED BY:  FLORENCIO LIZAMA, MD. Interim Hospital Administrator/CEO	RESPONSIBILITY: Pharmacy	EFFECTIVE DATE: 03/01/2003	POLICY NO. 716	PAGE 1 of 2
TITLE: PATIENT'S OWN MEDICATION				
LAST REVIEWED/REVISED: 04/28/2015				
ENDORSED: P&T 04/28/2015				

PURPOSE:

This policy is designed to allow hospitalized patient to continue taking their regular medication especially whenever these medications are necessities in the treatment and are not included in hospital formulary

POLICY:

Medications brought into hospital by patients (hereby, shall be referred to as Patient's Own Medication or POM) shall not be administered unless they have been ordered by the attending physician. The POM needs to be identified by a pharmacist before it can be administered to the patient. Whenever the POM is identified as included in the hospital formulary, the pharmacy will dispense this medication and the patient's supply will not be used, in which case the POM will be packages, sealed, and returned to a family member to return to the patient's home. In cases where the patient has not family, the POM will be held in the nursing unit and returned to the patient at the time of discharge.

Any Formulary or non-formulary drugs in sample form and/or foreign medicines are not allowed in Guam Memorial Hospital.

PROCEDURES:

1. If physician wants the patient continue to take his/her regular medications, Physician or designated nurse will list down all the medications need to be continued on physician's order form including name of medication, strength, dosage and frequency. Using the term of "continue home meds" is not sufficient for nurse to administered medication and for pharmacy to issue the drug.
2. Nurse will send POM to pharmacy for verification before they can be administered to patient. Pharmacist will verify and insure the drug inside the container is the correct drug the physician ordered. After verifying pharmacist will affix a "Non-Formulary" label on the container of the non-formulary drugs that to be administered and pack all the other POM that are not to be used in a plastic bag and affixing a "Send Home" label on the plastic bag. Then the drugs will be brought back to nursing unit accompanied with a verification report for nurse to file in patient's chart.

Pharmacist shall not re-label the medication and shall keep the original label intake.

3. In the event patient has run out non-formulary drug while he/she is still in the hospital. Attending physician may either consider to substitute with a formulary drug that under

the same category **or** write out a prescription for patient's family to obtain from outside. If the medication is not available locally and physician wants pharmacy to purchase and expedite it, physician shall follow the Emergent Non-Formulary Drug Request Policy and Procedure to request the drug.