


CHAPTER: 4	SECTION: 39	SUBJECT: INDIVIDUAL CARE TO CONSUMERS
TITLE: <b>HANDLING OF DRUGS, WEAPONS, AND MEDICATIONS</b>		
EFFECTIVE DATE: <b>6-7-05</b>	REVISED/REVIEWED DATE: <b>9/4/07, 1/27/10, 12/16/11, 3/25/13, 3/17/14, 3/17/15, 4/21/16, 4/7/17, 7/16/18, 9/9/19, 5/14/20; 6/15/2021, 01/03/2023</b>	
ISSUED AND APPROVED BY:  EXECUTIVE DIRECTOR		

**I. PURPOSE:**

To establish policy and procedure that addresses the handling of items brought into CMHOC's program by the persons served and personnel.

**II. APPLICATION:**

To all Community Mental Health of Ottawa County (CMHOC) programs.

**III. DEFINITIONS:**

**Legal Drug:** A substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication that has been recognized or defined by the U.S. Food, Drug, and Cosmetic Act. Typically these are most commonly available to the general public and referred to as:

- A. "over the counter" (OTC) medications
- B. prescription medications (those prescribed by an authorized professional)
- C. Alcohol: The use of Alcohol in this country is legal. There are aspects of alcohol use (such as drinking alcohol before driving and public order offences involving alcohol) which are controlled by law, but generally the legal controls focus on the sale of alcohol to others.

**Illegal Drugs:** are those drugs whose use is considered illegal by any individual in the United States (e.g. Cocaine, crystal meth,) or prescription medications that have not been prescribed to the individual (e.g. narcotics prescribed to someone else).

**Weapons:** are described as guns, knives, and any other implement brought to and/or used on the premises with intent to threaten or inflict harm on someone or something, or which can be viewed as threatening or harmful to someone or something.

**IV. POLICY:**

It is the policy of CMHOC to maintain a safe environment, in conformance with the law.

**V. PROCEDURE:**

1. Consumers and staff who have a need to bring legal medications (with the exception of alcohol) onto the premises of any CMHOC program must have those medications in the original container. These medications must be held by the consumer or staff to whom they are prescribed, and in keeping with guidelines contained in the Medication Committee Manual stored in a locked cabinet, drawer, or room. These medications may not be distributed to anyone else (consumers or staff).
2. Illegal drugs are not permitted on the premises of any CMHOC program.

3. Alcohol is not permitted on the premises of any CMHOC program.
4. Weapons are not permitted on the premises of any CMHOC program. The only allowable exception is for on duty police officers who may carry firearms and/or other weapons in order to protect and serve the public.
5. Should any of the procedures 1-4 be violated, the appropriate incident report must be completed by any individual that has knowledge.
6. Failure to comply with any of the procedures 1-4 may result in:
  - A. Suspension or termination of service to the consumer, and/or
  - B. Disciplinary action for staff, and/or
  - C. Report to law enforcement if harm or threat of harm is present.

**VI. ATTACHMENT:**

None applicable.

**VII. REFERENCE:**

CARF Standards; Ottawa County Policy HR-Employee Behavior, Discipline, and Rules of Conduct, CMHOC Medication Manual